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## University Supervisor Responsibilities

A university supervisor is assigned to each student teacher and is expected to:

- o Assist the student teacher and cooperating teacher in all phases of student teaching.
- o Meet with the cooperating teacher and student teacher during Week 1 or 2 of student teaching to develop a plan, set goals, and establish communication.
- o Clarify the student teacher's responsibilities with respect to all aspects of the student teaching semester. Refer to the Student Teacher Handbook.
- o Make a minimum of five on-site visits to the student teacher to ensure adequate supervision and evaluation. (One visit with observation will occur during Phase 1 and four observations of full lessons will occur during Phase 2.) This may vary depending on the student and program.  
*\*\*ELED/SPED majors require a minimum of six on-site visits, 3 in each placement.*
- o Provide specific feedback to student teacher(s) that is precise, immediate and will help to yield immediate improvement and growth.
- o Conduct a post-conference with the student teacher as soon as possible following each observation.
- o Complete a formative evaluation, using the Nebraska Department of Education's Clinical Practice Evaluation Rubric, and hold a conference midway through the semester with the student and cooperating teacher. Submit the formative evaluation, in Canvas, as required by the College of Education & Human Sciences.
- o Be available to consult with cooperating teachers and student teachers when necessary.
- o Become acquainted with the principal and inquire about his/her impression of the student teacher.
- o Participate in open, honest communication with the cooperating teacher and student teacher.
- o Communicate immediately with university personnel and/or the Director of Field Experiences if there are serious concerns about the performance or conduct of the student teacher.
- o Complete a summative evaluation conference with the student teaching team, using the Nebraska Department of Education's Clinical Practice Evaluation Rubric. Submit the evaluation in Canvas, as required by the College of Education & Human Sciences.