

DISCUSSION POINTS

SUPERVISOR ORIENTATION CHECKLIST

Getting Started:

Introductions: Share experiences in education

Discuss open communication, most effective ways to communicate, collaboration in teaching and as a triad.

Student Teacher Phone Number _____

Student Teacher Email _____

Cooperating Teacher Phone Number _____

Cooperating Teacher Email _____

Key points in Student Teaching

- Locate and review the Student Teacher Handbook on the CEHS website.
 - Student Teacher, Cooperating Teacher and University Supervisor Expectations
- Student's will follow the school calendar of the placement location. This includes start dates, PD days and holiday breaks. DO NOT follow UNLs academic student calendar.
- Only 3 absences are allowed. If absent students MUST notify the cooperating teacher and supervisor.
 - When absent, the student teacher must provide detailed lesson plans to the cooperating teacher prior to the absence. Everything should be prepped and ready.
 - Arrival/dismissal information
 - Daily schedule
 - Detailed lessons for all subject areas and/or classes
 - Where to locate materials needed for the lessons
- STs may sub in their own classroom if they have a local sub license.
 - Student teachers are eligible to be the substitute teacher after the completion of four (4) full student contact weeks of student teaching, unless prior arrangements are made with the Director of Field Experience.
 - The student teacher must have met all requirements regarding local substitute teacher certification.
 - The student teacher wants to substitute and agrees to the substitute request.
 - There are no concerns from CEHS regarding the student teacher's ability and knowledge to serve as a substitute.
 - Student teachers may only substitute in the classroom to which they are assigned and may not substitute in another teacher's classroom.
- Prepare lessons in advance and share them with the cooperating teachers for approval. Supervisors may ask to see all lesson plans at any time.
- STs go to all meetings, including student/parent meetings, staff meetings, district meetings and others.
- Evaluations: Supervisors will complete a minimum of five observations
 - Review the NDE Clinical Evaluation Rubric and discuss observation forms and schedule.
 - Lesson plans should be emailed to the supervisor in advance of the lesson being observed.
 - A variety of subjects or classes must be observed.
 - Midway through the semester, there will be a formative evaluation conference. At this meeting, the triad team will discuss successes and/or areas of growth.

- At the end of the semester, there will be a summative conference. This is the final evaluation of the student teaching semester.
- Feedback will be immediately after observations, unless otherwise arranged. It is optimal if the student teaching team can all be present for the post conference. A copy of notes from the observation will be provided.
- Formative and Summative evaluations will be entered by the supervisor only.
 - Paper copies can be provided for the CT and ST to complete.
- STs should start taking over subjects or classes within the first 1-3 weeks in the placement.
- Phases of Student Teaching
- While the CT is teaching:
 - Observe and assist
 - Work with students
 - Support with behaviors when asked
 - Phones and any other electronic devices should be put away
 - Stay active!
- Assuming the instructional load:
 - STs are completely responsible for the planning, preparation, implementation and evaluation of the subjects/classes
 - This will be done under close supervision and guidance of the cooperating teacher. The CT should scaffold their help so STs become more confident and eventually will require less support and guidance of the CT.
 - The CT will remain in the classroom until he/she feels confident in the instruction of the student teacher; periodically leaving for small times in the beginning, gradually increasing the time they are away.
 - The CT will slowly begin taking back control of subjects/classes in the final 3 weeks of the semester as the student teacher phases out of their duties.
 - In the final week, STs are encouraged to set up visits with other teachers in the school building. Make sure to visit various grades levels, subject areas and specials.
- It is recommended that STs invite the principal, assistant principal, department chair and/or instructional coaches in to observe during the student teaching experience.
- Lesson Plans: Formats, when to submit to CT, Supervisor
- Confidentiality: FERPA
- Professionalism:
- Professional dress
- Respectful, Responsible
- Professional ethics
- Feedback
- Critical for the development of the student teacher
- Opportunities for growth and improvement
- Concerns during student teaching
- Goal Setting
- Plans of Improvement
- Student teacher accommodations
- STs responsibility to communicate all accommodations at the start of student teaching.