

### **IV. Supervisor Responsibilities**

#### **A. Overall Coordination**

- Attends the supervisor orientation meeting.
- Collaborates with the mentor teacher to insure that the intern performs well and develops needed professional skills and dispositions to become an outstanding teacher.
- Collects and maintains legal documentation that the intern meets all program requirements.
- Acts as first point-of-contact if the mentor needs any assistance.
- Reflects the University's values and expectations.
- Acts as lead person to assist interns in addressing deficiencies before they become so severe that the intern must be removed from a placement.
- Acts as primary resource person for the mentor and the intern when the need arises.

#### **B. Hello Visits**

- Makes an initial visit during the first week or two of the internship, where supervisor collaborates with mentor teacher, discusses initial impressions, and sets up a time for the first observation.

#### **C. Formal Observations**

- Conducts a minimum of four formal observations during each ten-week internship.
- Observes at least one lesson in which student use of technology is integrated in the lesson.
- Receives a long, detailed lesson plan using the lesson plan format on TaskStream **at the beginning** of the lesson being observed.
- Checks and initials the time sheets during each observation.
- Reviews and initials journal reflections (minimum one reflection per week).
- Records information during the observations using the intern observation form.
- Conferences with the intern and possibly the mentor teacher to review the completed observation form immediately after the observation and expects to see this feedback incorporated into the intern's planning and teaching during the next observation.
- Makes certain the intern signs the observation form and gives a copy of the form to the intern after the conference.
- Maintains copies of the lesson plan and completed observation form for submission with the final intern packet and keeps the materials as part of the intern's permanent record.

#### **D. Internship Evaluations**

- Conducts the 3-way collaborative midpoint and final evaluation conferences with the mentor teacher and the intern for each placement.
- Makes certain the evaluation consists of completion of the internship evaluation instrument and the competency form. The internship evaluation form and a competency form should be completed individually by the supervisor, mentor, and intern before meeting for the collaborative evaluation.
- Understands that an Intern assessed as unsatisfactory in any area on the assessment instrument on final evaluation will not pass the internship.
- Gives assessment of NA without penalty to certain items on the form that may not be applicable to a particular intern during the evaluation period.
- Understands that should a consensus be unattainable the internship grade (Pass/No Pass) ultimately rests with the university supervisor.
- Conducts evaluation conferences at the internship site.
- Makes certain all parties attend the evaluation conferences and complete and sign the evaluation forms at the final conference.

## **E. Completion and Collection of Required Forms**

- Maintains all internship forms and materials required by the College of Education for each assigned intern.
- Compiles and assembles all forms and materials into a packet for each intern. The packet is filed with the Office of Clinical and Field Experience **no later than** noon on the final day of each semester, **concurrent** with the recording of the official grade in the internship by the supervisor.
- Makes certain that each packet contains the following **completed**, **verified**, and **signed** items. A packet is completed for each placement.
  1. Signed supervisor checklist.
  2. Teaching Internship Performance Rating Form.
  3. Competency Form.
  4. Time sheets. [Time sheets should indicated a minimum of 10 full days (all classes) taught.
  5. Observations (minimum four) with lesson plans, resource materials, and examples of student work attached.
  6. Reflection journal with at least one entry per week of internship.
  7. Notebook evaluation
  8. PDS Activities Checklist
  9. MTTS documentation form
  10. Content lesson Interview responses and completed scoring tool
  11. Opening of school survey
  12. Any other materials of proper and appropriate interest, such as building administrator observations, recommendation letters, and notes of commendation from professional staff.