

The University Supervisor

The role of the University Supervisor is a critical component in the student teaching process. The role is primarily one of mentoring the Teacher Candidate, supporting the Cooperating Teacher, and building the Professional Learning Team. The University Supervisor will serve as a liaison between the Reich College of Education and the public school system. In addition, The University Supervisor will assume an active role in placement, orientation, seminars, communication, evaluation, and recommendation. At all times the University Supervisor is to portray the message that Appalachian State University supports co-teaching as the framework for student teaching.

Observations, Visits and Evaluation

Initial Visit

The University Supervisor will visit the Cooperating Teacher and the Teacher Candidate during the first week of the Teacher Candidate's tenure in the school. During this visit, the University Supervisor shall conference with the Teacher Candidate and the Cooperating Teacher, addressing expectations and responsibilities of both parties. This purpose can be accomplished together with the Teacher Candidate or separately. It is suggested that the supervisor schedule this visit. Two goals should be accomplished during this visit:

1. Initiating a sense of collegiality and teamwork; including but not limited to the co-teaching methods and strategies outlined within the program.

The following five basic strategies of co-teaching should be addressed:

- One Teach, One Support
- Parallel Teaching
- Alternate Teaching
- Station Teaching
- Team Teaching

2. Creating an understanding of student teaching requirements and expectations, along with the role that each person plays in creating a successful student teaching experience.

Formal Observations

University Supervisors must complete a minimum of five formal observations. Additional observations and/or conferences will be completed if needed for any reason. Formal observations may be announced or unannounced; however, it is wise to consult the weekly schedule provided by the Teacher Candidate as well as the school calendar to avoid school conflicts. The following areas should be addressed during each visit.

1. Review written lesson plan(s).
2. Observe a complete lesson and complete the Electronic Observation Visit Report form including required signatures.
3. Email a copy of the Electronic Observation Visit Report form to the Teacher Candidate and to the Cooperating Teacher. Save the Electronic Observation Visit Report form on the RCOE tablet. As soon as possible, upload the Electronic Observation Visit Report form to TK20.
4. Conference with the Teacher Candidate and Cooperating Teacher, together or independently.

Conference with the Teacher Candidate

Conferencing with the Teacher Candidate should be an aspect of each visit. The following areas should be addressed:

1. University Supervisor feedback on the lesson observed
2. Teacher Candidate reflection on the teaching that occurred
3. Thoughtful response to the ideas generated by the Teacher Candidate
4. Review of lesson plans
5. Constructive feedback in regard to the lesson observed.
6. Review and give constructive feedback on progress of Professional Development Plan (PDP) and Impact Project.
7. Focus on affirmations, suggestions, and areas of consideration for improvement. The University Supervisor may also want to include materials that have been read or situations that have been observed that could encourage the Teacher Candidate's development and expertise.
8. Answer questions the Teacher Candidate considers to be important

Exit Evaluation and Final School Visit

The exit visit involves conferencing with the Teacher Candidate and Cooperating Teacher and completing the Exit Evaluation and the Certification of Teaching Capacity. The Exit Evaluation requires the signature of the Cooperating Teacher, the Teacher Candidate, and the University Supervisor. The Certification of Teaching Capacity requires the signatures of the Cooperating Teacher, the Principal, the Teacher Candidate and the University Supervisor. It is the responsibility of the University Supervisor to submit, as appropriate, all documentation to the Office of Field Experiences.

Teacher Candidate Evaluation

Student teaching involves a variety of formative and summative evaluations. Formative evaluation includes classroom observation visit reports and conferencing along with the Mid-term Evaluation. Summative evaluation includes both the Certification of Teaching Capacity and the Exit Evaluation.

Evaluation of University Supervisors

Teacher Candidates are asked to provide feedback regarding the supervision process. They will complete the University Supervisor's evaluation through an on-line survey as prompted by AsULearn.