

**Student Teacher Supervisor Training
January 6 – Electronic Communication
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- I. To open web pages below, click url's or copy and paste.
- II. Mileage: **\$.46 per mile effective 1/10/10**
- III. Supervisor Responsibilities (in packet but explained below) **These are the minimum requirements for a University Supervisor. The over-riding responsibility of a supervisor is availability to student teachers and cooperating teachers.**

Many University Supervisors are adjunct instructors for the Department of Educational Studies:

<http://www.utm.edu/acadaff/adjunctparttime/>

A load of five student teachers is a 3-hour course. If a supervisor has fewer than five student teachers, pay is pro-rated. Supervisors are responsible for the course syllabus (attached to email).

- IV. Conceptual Framework (attached to email)
University Supervisors are to consider each bullet of the Conceptual Framework when evaluating student teachers.

- V. Observation and Evaluation – (Power Point presentation regarding evaluation attached to email)

There are four forms per student in supervisors' packets:

http://www.utm.edu/departments/cebs/pdf/USPerf_Assessment.pdf

The evaluation form for student teachers is adapted from the state's Comprehensive Framework Evaluation for P-12 in-service teachers:

<http://www.tennessee.gov/education/frameval/index.shtml>

However, supervisors and cooperating teachers for The University of Tennessee at Martin Teacher Education Program are evaluating pre-service teachers, who are students.

There are six domains to be evaluated: Planning, Teaching Strategies, Assessment and Evaluation, Learning Environment, Professional Growth, and Communication. Each domain consists of indicators, which can be evaluated as Unsatisfactory, Developing, Proficient, or Advanced. Note that Level C is the ADVANCED level. Student teachers are expected to improve to that level to at least a proficient level (for a student teacher) by the end of the semester.

Supervisors cannot possibly observe all indicators in every domain each time they evaluate a student. However, by the end of the semester, through evaluation of a student's teaching and the required documentation in the Student Teaching Notebook and sign-in sheet (a supervisor will be able to complete the final Summative Evaluation form completely.

Student teachers will complete a Reflecting Information Form each time the supervisor observes:

http://www.utm.edu/departments/cebs/pdf/Reflecting_Info.pdf

VI. Notebook *REVISED FORM!**

<http://www.utm.edu/departments/cebs/pdf/Notebook%20Table%20of%20Contents.pdf>

The table of contents is the evaluation instrument for the notebook. The notebook is to be completed by the final conference with the supervisor. The notebook is a checkpoint for completion of the course, not a percentage of student teaching grades. Note, however, that some domains or indicators of the Summative Evaluation Form, e.g. Professional Growth, will be included in the notebook.

VII. Lesson Plans -

http://www.utm.edu/departments/cebs/pdf/Sample_Lesson_Plan.pdf

This form is a sample. Supervisors may require student teachers to use a different format. If so, supervisors will provide training to the student teacher.

Student teachers are required to provide the supervisor with lesson plans for the observation lesson, the lesson prior to the observation lesson, and the lesson following the observation lesson. Each supervisor will determine when lesson plans are due.

VIII. Email, Weekly Schedules, and Grades

Supervisors will share email addresses and phone numbers with student teachers and cooperating teachers. Some supervisors require students to provide weekly schedules (form on file in 205 Gooch if desired). Supervisors enter their own grades for mid-term and final grades into Banner. Our office will send reminders by email along with communication from Academic Records; the information from Academic Records includes written instructions.

IX. University Supervisor Packets

Packets will be distributed during orientation for student teaching. Students enrolled in each supervisor's courses will collect packets for those supervisors not in attendance. Packets include calendars, a responsibilities sheet, students' placement forms and autobiographical data, evaluation forms, forms for evaluation of cooperating teachers, a handbook, and mileage forms.

X. Site Visits *6 VISITS TOTAL – NEW POLICY!**

University Supervisors will schedule one “meet and greet” session for each cooperating teacher and principal in order to share contact information, expectations, and informal training. Supervisors will observe and evaluate student teachers at least twice per placement.

XI. Seminars and Conferences

Initial Orientation Conference – January 14, 2010

Mid-Session Seminar – by arrangement mid-semester after school hours at location of supervisor’s choice

Final Conference – by arrangement during week of finals at location of supervisor’s choice

XII. All Student Teachers’ Forms - For your information only

http://www.utm.edu/departments/cebs/ESS_forms.php