

Supervision of Student Teaching by authorized Anderson University Faculty

- A. The School of Education supervisor keeps organized and well-documented records of student teaching performance.
 - 1. Performance evaluations are made on a regular basis throughout the student teaching semester.
 - 2. A final summative evaluation is made involving all cooperating teachers and student teacher during the final two weeks of the student teaching semester.
 - 3. Elementary supervisory visits are made by School of Education supervisors. Senior High/Middle School visits are made by the School of Education supervisors and the relevant content area supervisor.
- B. The School of Education and content area supervisor will be available for additional visits as needed.
- C. The School of Education is responsible for the assignment of the final grade for student teaching. He/she will consult with the cooperating teacher(s) before determining the grade.
- D. The School of Education supervisor will submit visitation log and mileage vouchers to the School of Education Administrative Assistant for reimbursement.
- E. The School of Education supervisor is responsible for gathering the documented evaluation forms, time sheets, and supervisory forms and presenting them to the Director of Field Experiences by the end of the semester.

THE ROLE OF THE UNIVERSITY SUPERVISORS

- 1. Serve as the liaison among the School of Education, the public school and - for K-12 and 5-12 placements - the major area department.
- 2. Visit the student teacher on a regular basis throughout the semester. For elementary student teachers, normally, these visits will occur approximately every other week beginning the second and third week of the full-time student teaching experience. Evaluations are made during each of these visits. For K-12 and 5-12 student teachers, both a School of Education supervisor and the content area supervisor conduct visits. The School of Education supervisor visits every 3 weeks beginning the second or third week of the full-time student teaching experience and the content area supervisor visits twice – once in the first six weeks and once in the second six weeks of the full-time student teaching experience.
- 3. Provide constructive criticism during conferencing with written narrative following each visit. Suggest both the positive aspects of lesson and areas for improvement.
- 4. Meet with students at regularly scheduled seminars to discuss areas of concern and positive outcomes during the week.

5. Evaluate the student teacher through a summative measure at the culmination of the experience during a three-way evaluation with the cooperating teacher(s) and the student.
6. Keep records of all evaluations and visits for each student. Evaluate student lesson plans. Place visit and lesson plan evaluations in the individual SOE Student Teaching files.
7. Be responsible for the awarding of the student teaching grade after conferring with the cooperating teacher.