

## Sample Block Schedule:

Week	Blocks 1, 2, 3, 4 and Midterm
1	<ul style="list-style-type: none"><li>• Make introductory classroom visit to each ST and CT</li><li>• Hold group meetings when possible</li><li>• Review block organizer</li></ul>
2	<ul style="list-style-type: none"><li>• Review each ST's activity log and reflections of ST and CT</li><li>• Maintain contact with ST and CT</li><li>• Submit CT verification form</li></ul>
3	<ul style="list-style-type: none"><li>• Review each student teacher's activity log and CT and ST reflections</li><li>• Make 1st classroom observation and confer with each ST &amp; CT</li></ul>
4-5	<ul style="list-style-type: none"><li>• Review each student teacher's activity log and reflections of ST &amp; CT</li><li>• Make 2nd classroom observation and confer with each ST &amp; CT</li><li>• Submit &amp; confirm that CT has submitted midblock evaluation(s) in Tk20</li><li>• Maintain contact with each ST &amp; CT</li></ul>
6-7	<ul style="list-style-type: none"><li>• Review each student teacher's activity log and reflections of ST &amp; CT</li><li>• Make 3rd classroom observation and confer with each ST &amp; CT</li></ul>
8	<ul style="list-style-type: none"><li>• Submit &amp; confirm that CT has submitted final evaluation(s) and placement feedback in Tk20</li><li>• Confirm check-out list for each ST</li><li>• Write recommendation letters for ST, if requested</li><li>• Enter grade in MyMadison</li></ul>

## Important Information

### Faculty/Staff Gateway For Login [jmu.edu/gateway/faculty-staff.shtml](http://jmu.edu/gateway/faculty-staff.shtml)

- Campus Directory
- JMU Email
- My Madison  
Faculty information, Class Rosters, Grading Rosters, Password changes

### E-Grading in MyMadison

- <http://isapps.jmu.edu/mymadison/>
- Tutorial on submitting grades for JMU students

At any time, please do not hesitate to contact the **Education Support Center** with questions or concerns.  
[teacher-ed@jmu.edu](mailto:teacher-ed@jmu.edu)



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# UNIVERSITY SUPERVISOR OVERVIEW

EDUCATION SUPPORT CENTER

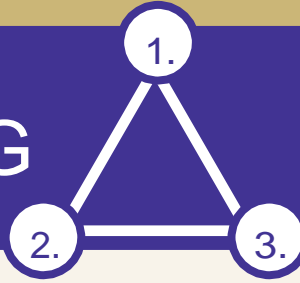
JAMES MADISON UNIVERSITY



# ROLE:

As a University Supervisor you will mentor, evaluate and support the student teacher throughout his/her student teaching experience. In addition, you will communicate with the cooperating teacher regarding the student teacher's performance, and serve as the liaison between the university and the partner school.

# STUDENT TEACHING TRIAD



# RESPONSIBILITIES:

## Seminar

Attend a University Supervisor professional development seminar annually.

## Assessments and Observations

Observe and assess the student teacher's performance. Complete an observation form and conference with the student teacher after each observation. Complete the midterm and final assessments in Tk20 using the reference guides.

## Reflection and Communication

Keep the ST continually informed of his/her progress and revise goals as needed. Offer meaningful feedback.

# TK20 and the Student Teaching Binder

Tk20 is the online database used by the JMU College of Education - [tk20.jmu.edu](http://tk20.jmu.edu).

**The Student Teacher Binder** is an electronic document where the ST will post weekly activity logs and reflections. The CT and US will also have access to the ST binder to evaluate, monitor, and comment on the ST's work.

Successful student teaching requires the ST, CT, and US to work together and communicate openly about all facets of the field experience process.



**Tk20 Binder Instructions** can be found on the ESC website under field experience. Questions? Contact the Education Support Center at [teacher-ed@jmu.edu](mailto:teacher-ed@jmu.edu) or [tk20@jmu.edu](mailto:tk20@jmu.edu) with technical questions.

## Remember to Monitor and Review:

- Block Organizer
- ST Weekly Activity Logs
- ST & CT Weekly Reflections
- CT Mid and Final Assessments
- ST Check Out List

## Complete:

- Mid-Block - Profile of Student Teaching Performance
- Final - Profile of Student Teaching Performance
- University Supervisor Feedback on Placement



1. Student Teacher
2. Cooperating Teacher
3. University Supervisor

# Resources:

The following resource links can be found at <http://www.jmu.edu/coe/esc/fieldexperience.shtml>

- Guide for University Supervisors
- University Supervisor Orientation
- Student Teaching Performance Guide
- Observation/Assessment Tutorial & Forms
- Reference Guides
- CT Verification Form
- Travel Reimbursement Instructions
- Business Card Form