

A Guide for University Supervisors

Thank you for agreeing to be a University Supervisor (US) for James Madison University (JMU). USs are a critical member of the student teaching triad. Successful student teaching experiences require collaboration and communication between the supervisor, the cooperating teacher (CT), and the student teacher (ST) throughout the placement. Supervisors are **mentors** who evaluate and support STs as the liaison between the university and partner school.

University Supervisor Meetings

1. **All new supervisors** must attend an orientation session to become familiar with the expectations for supervising STs. These orientations are typically held prior to the start of the student teaching semester. Topics covered include:
 - Supervisor Expectations
 - Student Teacher Expectations
 - Observing and Evaluating Student Teachers
 - Special Student Teaching Situations
 - Clinical Faculty and Partnership Schools
 - Shared Folders and Deadlines
2. Experienced supervisors are expected to attend a University Supervisor meeting annually to learn about new or updated information.
3. Interested supervisors may attend the two-day clinical faculty workshop sponsored by the [MidValley Consortium for Teacher Education](#). This training is held each fall and spring, usually at Bridgewater College. The ESC provides supervisors with information about clinical faculty workshops upon request.

The Student Teaching Triad

The student teaching triad is a team approach, whereby the CT, ST, and US work collaboratively to support the professional development of the pre-service teacher. Regular open communication among all three triad members is critical for placement success. Although the US is not physically present in the classroom, it is the team's responsibility to keep the US involved in creating a supportive environment. The triad should work together to resolve any issues that may arise during the placement and bring in support from the university when needed.

University Supervisor Responsibilities

The following supervisor responsibilities have been organized in a format consistent with the teaching and learning process. Resources to support STs are available on the Education Support Center's (ESC) [Field Experience website](#). In particular, please review the [Student Teaching Performance Guide](#) and the [Instructions for Shared Folder – University Supervisor](#).

As a US, you serve an important role as the liaison between the university and the school, with the opportunity to establish relationships with school personnel. The US confirms the placement information and submits verification that will enable the CT to receive an honorarium.

It is the supervisor's responsibility to facilitate the ST's transition from university student to student teacher to beginning professional, and provide support in the following areas:

1. Visit each ST approximately every other week throughout the placement. (If a student is on an intervention plan, additional visits may be required.)
 - For the initial meeting with both the ST and the CT, review the program syllabus, expectations from the “Student Teaching Performance Guide,” the supervisor’s expectations, the timeline, and information about observations and assessments. In this initial meeting, STs should complete the Block Organizer if they have not already done so with their CT.
 - For the remaining visits, complete one formal observation at each visit, observing the ST’s instruction. Arrange a pre- and post-conference with the ST for each formal observation and share a copy of the completed observation form with the ST and CT. The CT is encouraged to attend the pre- and post-conference, if possible.
2. Monitor the Shared Folder to ensure that STs are updating the weekly activity logs and CTs are entering their feedback. Leave comments on activity logs to engage with student and CT reflections.
3. Work to build a transparent and trusting relationship with the ST and check in with the ST and CT on a regular basis. Provide reminders to STs and CTs about deadlines, when necessary.
4. Communicate with programs and the ESC if any issues with the CT or ST arise.
5. Complete the mid-block and final evaluations of the ST’s progress. The supervisor and CT must complete evaluation forms independently, but the results of the evaluations should be discussed as a group in conference with the ST.
6. At the end of the student teaching placement, provide feedback on the placement, confirm that the ST has completed the Check-Out List, and submit the final course grade.

Travel Reimbursement

Supervisors are eligible for mileage reimbursement for travel necessary to observe students in their placements. Supervisors submit one reimbursement request per month through Chrome River, including all dates of travel for the month. Trips must be entered as round-trip mileage from home/office to the school, returning to home/office. Directions on submitting reimbursement requests can be found on the [ESC Field Experience website](#).

Schedule and Deadlines

STs currently complete one of the following student teaching experiences: (a) two eight-week blocks, (b) one ten-week extended block, (c) one twelve-week extended block, or (d) one sixteen-week full semester placement. The chart below outlines the schedule that supervisors should follow in supporting their STs:

~8-week Block	~10-week Block (extended)	~12-week Block (extended)	~16-week Block (semester)	SCHEDULE
Week #1	Week #1	Week #1	Week #1	<ul style="list-style-type: none"> • Make introductory classroom visit with each ST and CT, reviewing the syllabus and expectations • Review Block Organizer
Week #2	Week #2	Week #2	Week #2	<ul style="list-style-type: none"> • Review each ST's activity log and CT and ST reflections weekly • Maintain contact with each ST and CT • Submit the "Cooperating Teacher Verification Form"
Week #3	Weeks #3-4	Weeks #3-4	Weeks #3-7	<ul style="list-style-type: none"> • When notified, complete Attendance Verification in MyMadison • Review each ST's activity log and CT and ST reflections weekly • Confirm and review ST's uploaded lesson plans • Complete a classroom observation, and a pre- and post-observation conference, approximately every other week
Weeks #4-5	Weeks #5-7	Weeks #5-8	Weeks #8-11	<ul style="list-style-type: none"> • Review each ST's activity log and CT and ST reflections weekly • Confirm and review ST's uploaded lesson plans • Complete a classroom observation, and a pre- and post-observation conference, approximately every other week • Submit the mid-block evaluation and review with ST • Confirm that the CT has submitted the mid-block evaluation • Maintain contact with each ST and CT
Weeks #6-7	Weeks #8-9	Weeks #9-11	Weeks #12-15	<ul style="list-style-type: none"> • Review each ST's activity log and CT and ST reflections weekly • Confirm and review ST's uploaded lesson plans • Complete a classroom observation, and a pre- and post-observation conference, approximately every other week
Week #8	Week #10	Week #12	Weeks #16	<ul style="list-style-type: none"> • Submit the final evaluation and review it with the ST • Submit placement feedback • Confirm that the CT has submitted their final evaluation and feedback • Confirm completion of the Check-Out List and Shared Folder for each ST • Submit student teaching grade in MyMadison • Write recommendation letters for STs, if requested

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