

# University Supervisor Field Experience Instructions

1. After you have met with your student teacher and exchanged email contact information the student teacher will send you an email invite to a shared space on their OneDrive account. Check your email for a message from SharePoint Online <no-reply@sharepointonline.com> with the subject “[STUDENT TEACHER NAME] shared the folder ST [Current Year]...”.



Vaughan, John - vaughajj shared a folder with you

2. Login to your student teacher’s shared folder by clicking on the **Open button** (a) in the email. You can bookmark the webpage in your browser or [access it using the “Shared” section of OneDrive](#).

Hello, my name is John Vaughan. I look forward to student teaching with you. Please use this link to access our shared folder. Included are directions for supervisors and cooperating teachers.

ST 2021 Block 4 - John Vaughan

This link only works for the direct recipients of this message.

Open

a

3. If you are not using your JMU email and do not have an Office365 account you will be prompted to request a verification code. Enter the email address you provided the student teacher and click the **Send Code button** (b). If you don’t receive an email check your Spam folder. The subject of the email should be “[NUMBER] is your Microsoft OneDrive verification code”. Enter the code in the **Enter Code** textbox (c).

## Request Verification Code

You've received a secure link to:

ST 2021 Block 4 - John Vaughan

To verify your identity, we'll send a code to you at [jjvaughan@gmail.com](mailto:jjvaughan@gmail.com).

Send Code

By clicking Send Code you allow James Madison University to use your email address in accordance with their privacy statement. James Madison University has not provided links to their terms for you to review.

## Enter Verification Code

You've received a secure link to:

ST 2021 Block 4 - John Vaughan

To open this link, enter the code we just emailed to [jjvaughan@gmail.com](mailto:jjvaughan@gmail.com). [Send again](#)

Enter code

Verify

Keep me signed in

- Once you are logged in you can bookmark the page to make it easier to return to. (Optional)
- Click on the file named **Student Teaching Block Organizer** to read it. The file will open in a new browser tab. This document should be completed by the student teacher during the first week of the placement.
- You can make comments directly in the block organizer by clicking on the **Comments button (d)** in the top right corner. If you wish to highlight a specific portion of the document to comment on you can **select a portion of text (e)** and then click **New (f)**. **Write your comment (g)** and then click the blue **airplane button (h)** to send it.

The screenshot shows a Google Docs document titled "Student Teaching Block Organizer". The document content includes a section on "SPECIAL SCHEDULING CONCERNS" and a paragraph about working with students K-5. A "Comments" sidebar is open on the right, showing a "New" button and a comment input field with the text "Let's talk more about expectations on in-service days".

Annotations in the image:

- d. Click Comments to open the Comments sidebar**: Points to the "Comments" button in the top right corner of the document.
- e. Select text (optional)**: Points to a highlighted paragraph in the document.
- f. Click new to add a new comment**: Points to the "New" button in the "Comments" sidebar.
- g. Write your comment**: Points to the text input field in the "Comments" sidebar.
- h. Send it**: Points to the blue send button in the "Comments" sidebar.

- The student teacher will complete an Activity Log and a Reflection at the end of each week. Click on the file named **Week[number] Activity Log and Reflection** to open it. You can make comments at any time using the **Comments sidebar (d)**. The cooperating teacher's weekly feedback should be entered at the bottom of the page under **Weekly Cooperating Teacher Feedback**.
- When you reach the midpoint of the placement, you and the cooperating teacher will each complete a **mid-block assessment** of the student teacher's performance. To complete, go to <https://coe.imu.edu/st-performance-assessment>. The form will ask for your email and email addresses for the cooperating teacher and student teacher. The website will send a copy of your submission to these addresses to discuss during your next conference.

If you can not find the email please search for emails from [noreply@mail.questionpro.com](mailto:noreply@mail.questionpro.com) and check your spam folder. The student will copy the contents of the email and paste into the appropriate "Student Teaching Performance Assessment" document in the shared folder.

9. At the end of the placement, you and the cooperating teacher will each complete a **final assessment** of your student teacher's performance. To complete, go to <https://coe.jmu.edu/st-performance-assessment>. The form will ask for your email and email addresses for the cooperating teacher and student teacher. The website will send a copy of your submission to these addresses.

If you can not find the email please search for emails from [noreply@mail.questionpro.com](mailto:noreply@mail.questionpro.com) and check your spam folder. The student teacher will copy the contents of the email and paste into the appropriate "Student Teaching Performance Assessment" document in the shared folder.

10. At the end of the placement, provide **feedback on the placement** by going to <https://coe.jmu.edu/us-feedback-placement>. Your responses are confidential and will not be shared with the student teacher or cooperating teacher.
11. At the end of the placement the student teacher will complete a **Check-Out List** in QuestionPro. The website will send you a copy of this form. Confirm that all items have been checked off. The student teacher will copy the contents of the email and paste into the "Check-Out List" document in the shared folder.
12. Submit a **student teaching grade** in MyMadison by going to <https://mymadison.jmu.edu>