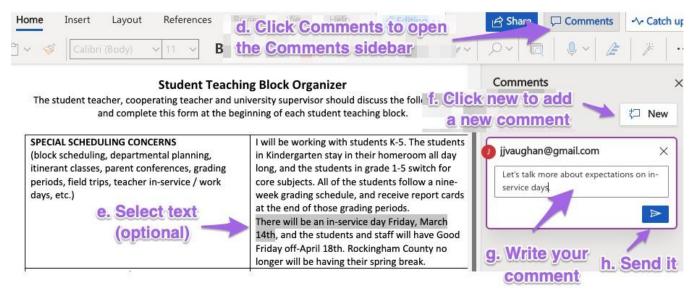# University Supervisor
Field Experience Instructions

1. During the first week of the placement you will be given access to your student teacher's shared folder.

2. Login to your student teacher's shared folder by opening a web browser and going to https://coe.jmu.edu/shared-folder or access it using the "Shared" section of OneDrive.

3. If you have not yet been assigned a JMU email you may use a personal email until one is assigned. To use a personal email please contact esc-helpdesk@jmu.edu.

4. Once you are logged in you can bookmark the page to make it easier to return to. (Optional)

5. 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.

6. 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.

7. 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**.

8. 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.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 to discuss during your next conference.

   If you can not find the email please search for emails from 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.

   If neither you, the student teacher, or the cooperating teacher receive the email please contact esc-helpdesk@jmu.edu and we can send you a link to resubmit the assessment or provide you with a pdf export. We can also provide a link to edit the assessment if a correction needs to be made.

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 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

Questions and Support	
JMU Password Reset and Computer Issues	JMU Helpdesk 540-568-3555
Tech Support for Shared Folder	esc-helpdesk@jmu.edu
Placement Concerns	field-experience@jmu.edu