Sample Block Schedule:

Week	Blocks 1, 2, 3, 4 and Midterm
1	• Make introductory classroom visit to each ST and CT • Hold group meetings when possible • Review block organizer
2	• Review each ST's activity log and reflections of ST and CT • Maintain contact with ST and CT • Submit CT verification form
3	• Review each student teacher's activity log and CT and ST reflections • Make 1st classroom observation and confer with each ST & CT
4-5	• Review each student teacher's activity log and reflections of ST &CT • Make 2nd classroom observation and confer with each ST & CT • Submit & confirm that CT has submitted midblock evaluation(s) in the Shared Folder • Maintain contact with each ST & CT
6-7	• Review each student teacher's activity log and reflections of ST & CT • Make 3rd classroom observation and confer with each ST & CT
8	• Submit & confirm that CT has submitted final evaluation(s) and placement feedback in the Shared Folder • Confirm check-out list for each ST • Write recommendation letters for ST, if requested • Enter grade in MyMadison

Important Information

Faculty/Staff Gateway For Login
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

JMU
JAMES MADISON
U N I V E R S I T Y ®

Phone: 540-568-6274 Fax: 540-568-3442
Memorial Hall 7230, MSC 6915
395 South High Street
Harrisonburg, VA 22807

UNIVERSITY SUPERVISOR OVERVIEW
EDUCATION SUPPORT CENTER

JAMES MADISON UNIVERSITY

ROLE:

As a University Supervisor you will mentor, evaluate and support the student teacher throughout their 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

1.
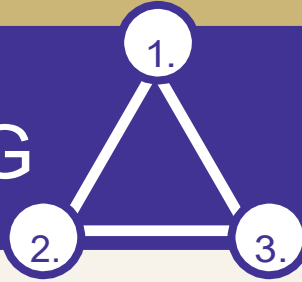
2.   3.

Shared Folder for Student Teaching

A shared folder on OneDrive is an online system used by the JMU College of Education to share forms, plans, and assessments. Student Teachers will post weekly activity logs and reflections. Cooperating teachers will give weekly feedback on the activity log and Supervisors will have access to the documents to evaluate, monitor, and comment on shared materials.

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

Use links in Shared Folder Instructions to 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

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 using the reference guides with the link found in the Shared Folder Instructions.

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

Shared Folder Binder Instructions can be found on the ESC website under field experience. Questions? Contact the Education Support Center at teacher-ed@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

Resources:

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

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