**Quick Sheet for University Supervisors**

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|  | **Prior to the Placement/During the First Week of the Placement** |
|  | Introduce yourself to the cooperating teacher and exchange contact information. |
|  | Recommended: Schedule a virtual meeting with the cooperating teacher and the student teacher for organizational and informational purposes. |
|  | **During the Placement** |
|  | Reply to the student teacher’s weekly reflection emails. |
|  | Observe the student teacher at least twice per quarter placement or at least three times per semester placement. One of the formal lesson observations should be conducted in person at the host school. Other formal lesson observations should be conducted virtually. |
|  | Complete each required Lesson Observation Form and discuss it with the student teacher and the cooperating teacher. Provide the student teacher with the **original report for their packets.** |
|  | Have the student teacher and the cooperating teacher sign the Lesson Observation Form to indicate that they have seen—not that they approve of—everything you said. |
|  | Semester Placements Only: Email the cooperating teacher at week 5 to check how the placement is progressing. |
|  | **Meet at least once in a 3-way conference with the student teacher and cooperating teacher**. This meeting can occur virtually. This meeting should occur midway through the placement; and should focus on the student teaching candidates’ strengths and areas for continued growth. Please assist the student teaching candidate in setting goals for the second half of the placement. |
|  | Check the student teacher’s lesson plans and review the cooperating teacher’s evaluations at least every other week throughout the placement. Students should share a “digital” folder or binder of these documents with you. |
|  | Verify that the student teacher taught full days during the placement. We recommend a minimum of ten full days for a quarter placement and twenty full days for a semester placement. |
|  | Verify that the student teacher taught a minimum of one complete unit at a quarter placement or two complete units at a semester placement. |
|  | **Mid-Point of the Placement** |
|  | Quarter Placement: Participate in a virtual midterm meeting with the student teacher and the cooperating teacher to discuss strengths, areas of growth, and goals.  Semester Placement: Verify that the cooperating teacher has completed the Student Teacher Appraisal form. Participate in a virtual midterm meeting with the student teacher and the cooperating teacher to discuss the midterm evaluation, strengths, areas of growth, and goals. |
|  | **At End of each Placement** |
|  | Complete a student teaching final appraisal. Refer to the video and the instructions in the document entitled: “Completing the Student Teaching Appraisal Form.” For Lutheran/Christian Public candidates at a placement in a Lutheran/Christian School: Fill out the Christian Evaluation Form and give it to the student teacher. |
|  | Student teaching candidates are responsible for submitting all required student teaching paperwork to Live Text. Please maintain a copy of required documentation that you have completed for your records. You ARE NOT required to submit these documents to the Office of Field Experience for each placement; however, in certain circumstances you may be asked to submit documentation for a specific candidate. |
|  | Turn in your mileage to Cindy Guth at [Cynthia.Guth@cuw.edu](mailto:Cynthia.Guth@cuw.edu) using the School of Education Expense Report with Map Quest or Google Maps verification attached AND a list of the visits you made using the new University Supervisor Student Teacher Visit Log. On the visit log indicate if your formal observation visits were conducted virtually or in person. Meetings should no longer be logged on this form. All forms can be found at [www.cuw.edu/studentteaching](http://www.cuw.edu/studentteaching). |

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