

Quick Sheet for International University Supervisors

	Before Student Leaves for International Experience
_____	1. Schedule an introductory meeting with the student teacher.
_____	2. Establish contact with cooperating teacher and principal. Discuss paperwork needed from cooperating teacher, and share best times and ways to contact you.
	During the Placement
_____	3. Observe one recording of the student teacher in action.
_____	4. Complete Classroom Observation Report and discuss with student teacher.
_____	5. Arrange one on-site observation from the principal or other administrative professional.
_____	6. Arrange four video conferences (ex. Skype) with the student teacher.
_____	7. Read and respond to student teacher's weekly reflections.
_____	8. Communicate with the cooperating teacher on a regular basis.
_____	9. Verify that the student teacher taught a minimum of ten full days.
_____	10. Verify that the student teacher taught a minimum of one complete unit.
	At the End of the Placement
_____	11. Complete the Student Teaching Appraisal Form summarizing your views of the student teacher. Please be sure to complete standard 11 for all students in all schools.
_____	12. Ask the cooperating teacher for a grade recommendation; submit it with your grade recommendation form. Remind the cooperating teacher to also fill out the Student Teaching Appraisal Form at the midpoint and end of the placement.
_____	13. Submit the final evaluation, grade recommendation form, and copies of the observation forms to the Office of Field Experience.
	14. At the end of each quarter you will be paid for three visits.