

The Role of the University  
Supervisor

Observations

Concerns

Contact

# The Role of the University Supervisor

Supervisors observe student teachers in the field at least five times throughout the student teaching assignment, this may be split between two placements. We reserve the right to approve additional student teaching observations, depending on the situation.



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## Role of the University Supervisor

- ✓ Establish a relationship with the cooperating teacher and teacher candidate.
- ✓ Schedule regular observation times according to the dates provided for the semester.
- ✓ Check that formal performance review took place at 4 and 10 weeks. As needed, help the teacher candidate and cooperating teacher lay out a plan for improving areas of weakness.
- ✓ Throughout the placement, monitor progress and problem solve with both teacher and teacher candidate as needed to insure successful completion of the experience.
- ✓ Complete summative evaluation prior to the due date to insure that grades are turned in on time and graduation is not delayed.
- ✓ Verify student completion of the [Student Teaching Activity Checklist](#).

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## Observations

- ✓ Review the lesson plans since the previous observation and offer feedback.
- ✓ Encourage appropriate progress on the teacher performance assessment.
- ✓ Check with the teacher to ensure that all expectations are being met by the student and address any difficulties that may be developing.
- ✓ Observe the scheduled lesson, and meet with the teacher candidate, and cooperating teacher where possible, after each observation to facilitate reflection and offer feedback.
- ✓ Post the ST-11 observation form to TK-20 within 48 hours of the observation.

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## Concerns

Throughout the placement, monitor progress and problem solve with both teacher and teacher candidate as needed to insure successful completion of the experience. At any time that serious concerns are raised, notify the student teaching coordinator of those concerns. We have multiple supervisors working with teacher candidates in each student teaching class. It is important that everybody implement expectations in the same way.

[Documentation of Student Teacher Performance Problems](#)

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## Contact Information

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Student Teaching Supervisors  
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