

ROLE OF THE UNIVERSITY SUPERVISOR

The university supervisors are essentially specialists in education and in their individual academic areas. Many have taught for a number of years in the public schools and have visited a variety of classrooms. A university supervisor will be assigned to every student teacher from the University of Louisville.

The university supervisor is a link between the cooperating school and the University. The student teacher, the cooperating teacher, and the university supervisor function as a team as they work to implement effective learning procedures and create professional working relationships.

The university supervisor recognizes that the primary responsibility of the cooperating teacher is to provide an effective learning situation for the students. If the activities of the student teacher are not conducive to effective learning, the student teacher must adjust techniques or perhaps be reassigned or even withdrawn from student teaching.

Preparation for Student Teaching

Many additional responsibilities of the University supervisor are fulfilled prior to the student teaching term, including the following:

- * The university supervisor meets with prospective student teachers prior to the student teaching experience to become better acquainted and function more effectively with them.
- * The university supervisor prepares students for entrance into student teaching by explaining the role of the student teacher in school and the expectations of the school administration, the cooperating teacher, and the University staff.

School Visits

The purpose of the university supervisor's visits is to observe the student engaged in the teaching process and to help the student attain a satisfactory professional experience. In addition to observing and meeting with the student, the university supervisor confers with the cooperating teacher. The university supervisor also completes a final evaluation at the end of the student teaching period in conjunction with the cooperating teacher.

Observations of Teacher Candidates

Observations refer to the actual presence of the university supervisor. Although the minimum number of visits is four, it is not unusual for a candidate to be visited several times in addition to the minimum. During these periods, the university supervisor observes the candidate's progress in meeting Kentucky Teacher Performance Standards. In addition, the candidate's teaching methods and techniques in the subject matter area are observed. The university supervisor will set up four (4) official observations or two (2) for each placement. University supervisors follow the Steps to Completing a Formal Observation provided in this handbook.

After observing the classes, the university supervisor meets privately with the candidate to discuss the student's general progress and to offer constructive advice. All comments and constructive suggestions should be based on the principle that the university supervisor is to help the student develop and improve as a teacher. The student will be encouraged to discuss openly and frankly all phases of the teaching situation.

Dispositions Assessment: At mid-term and at completion, the university supervisor reviews the candidate's progress on key dispositions for teacher preparation and performance. This progress is captured through a Dispositions Assessment, which is mapped to the Conceptual Framework. The candidate also self-assesses and reviews the assessment with the cooperating teacher and university supervisor.

When possible the university supervisor meets with the candidate and the cooperating teacher in a three-way conference to discuss the candidate's progress in meeting state standards and dispositions. In such conferences, all are encouraged to speak openly and frankly about any and all phases of the student's work. When appropriate university supervisor may e-mail the cooperating teacher with concerns.

Relationship with School Officials

The presence of the university supervisor is always made known to the school office when visiting and, when possible communicates directly with the principal.

Student Teaching Grading Rubric

The final responsibility for the assignment of a grade in student teaching rests with the university supervisor. The grade is based upon direct observations, written lesson plans, the conferences described previously, other program-specific requirements and the evaluation form completed by the cooperating teacher.

Resource Assistance

University supervisors welcome opportunities to describe the student teaching program and to serve as a consultant. Occasionally, the superintendent or the principal may wish to have the university supervisor share formally with a group of teachers some of the recent research results, teaching techniques, activities, or other developments in the university supervisor's area of specialty. This activity may be arranged for the school staff by the principal or department head and the university supervisor.