University Supervisory Responsibilities

1. Make a minimum of six visits to student teacher.
   
   - One in-person, administrative visit within the first two weeks of the semester. As student teacher, supervisor, and mentor teacher(s) discuss / review the following topics:
     - expectations for the semester
     - subjects suggested on topic list (included in packets)
     - set up future visits
     - agree on lesson plan format, timelines, and expectations
     - review / create a plan for implementing the co-teaching model
     - exchange contact information, etc.
   
   - Four observation visits. During these visits:
     - observe at least one complete period (more is best)
     - complete the Formative Feedback Form associated with visit
     - discuss comments with student teacher
     - sign form (both supervisor and student teacher)
     - email signed copy to student teaching office (scdst@usu.edu)

   **Note:** Consider making one of these visits an unannounced visit as this will make it possible for you to see what happens in the classroom on a day-to-day basis. You may want to let your student teacher know you'll be making an unannounced visit.

   - One final evaluation visit. During this visit:
     - complete the online summative evaluation
     - print the evaluation
     - discuss evaluation with student teacher

   **Note:** A copy of the online summative evaluation will be automatically sent to all parties, including the Office of Field Experiences.

2. Prior to or following each school visit, stop by the office to check in with the principal. The purpose of this is to let the principal see a person representing the university and to make sure everything is going well from the principal’s perspective. If the principal is unavailable, please have the secretary leave a message saying you have dropped by.

3. **Make weekly contact with student teacher and mentor teacher via e-mail or phone.** The purpose of this contact is to monitor progress; to further your role as a liaison between the student teacher, mentor teacher(s), and Utah State University; and to nurture and maintain a working relationship among all members of the student teacher team.