

RESPONSIBILITIES OF COLLEGE SUPERVISORS

The College Supervisor is the College of Education representative who is available to Student Teachers for instruction, guidance and support. The College Supervisor is expected to function according to the policies and procedures of the respective school districts and to interact constructively with school personnel. The responsibilities of the College Supervisor are listed below. *(Please note: some modification of responsibilities will result from "Special Site" placements that are outside the local supervisory area for The University of Iowa Student Teachers.)*

Direct small group seminars that clarify material related expectations and procedures to be followed during the student teaching experience as well as ePortfolio requirements.

Schedule and facilitate a minimum of 3 to 4 seminars for Student Teachers. These seminars should be designed to reflect the needs of the Student Teachers and provide an opportunity to share experiences, compare notes, ask questions, and complete ePortfolio and other seminar requirements.

Become cognizant of school building policies and procedures relevant to the student teacher.

Review contents of the Student Teaching Handbook with Students and Cooperating Teachers.

Schedule conferences with Cooperating Teachers and Student Teachers near the beginning of the experience to clarify policies and review the Student Teaching Proposal.

Observe the Student Teacher in a variety of teaching situations and conference every eight to ten days.

Confer on a regular basis with Cooperating Teachers (in person, by phone, or by email) to facilitate Student Teacher growth.

Provide Student Teachers and Cooperating Teachers with written feedback (Supervisory Observation Sheets) concerning progress, problems, and recommendations.

Use the following materials as a basis for midterm and final three-way conferences: Midterm and final Cooperating Teacher Evaluation, Student Teacher Self-Evaluation, and College Supervisor Evaluation report forms.

Write and submit to the Coordinator of Student Field Experiences a weekly anecdotal report summarizing the performance of each Student Teacher.

Provide feedback to the Student Teacher relative to his/her videotaped lessons, original unit, and ePortfolio.

Assign student teaching midterm and final grades after consultation with Cooperating Teachers. Submit evaluation materials to the Office of Student Field Experiences and make sure all parties have a copy of all materials for their own personal records.

Write a final recommendation that includes the Student Teacher's professional experience and competencies. This recommendation is submitted to the Office of Student Field Experiences and forwarded to the Educational Placement Office and a copy should be provided to the student.