

GUIDE TO SUPERVISION OF APPRENTICES FOR UNIVERSITY SUPERVISORS

- **IMPORTANT TERMS:**
- **Teacher Education Apprenticeship Coordinator: Kim Franklin**-Coordinates Apprenticeship experiences at the elementary, middle and secondary levels. The chain of command is to communicate problems with the grade level contact first and then the Apprenticeship Coordinator (if necessary).
Early Childhood Education Contact: * DR. Beth Pendergraft
Middle Grades Contact: *Dr. Bill Root
Secondary Contact: *Dr. Steven Page.
*These ASU professors make the initial Apprenticeship placements and serve as the contacts for the specified certification levels.
- **University Supervisor:** The ASU person hired to supervise Apprentice students.
- **PDS:** Professional Development Schools are collaborators with Augusta State University in preparing pre-service teachers for his/her teaching careers.
- **Building Coordinator:** This person serves as the liaison between ASU and the school. You should meet with them every time you visit the school and should encourage your students to discuss any issues that arise with them first (and then you).
- **Master Teacher:** A classroom teacher who has been assigned by the Teacher Education department to supervise the Apprenticeship experience. These teachers have been recommended by their administrator and other teachers and have been approved through the PDS Master Teacher selection process
- **Apprentice:** Student teacher who will complete their Apprenticeship in a Master Teacher's classroom under his/her supervision

- **Prior to the beginning of the semester: Become familiar with the *Teacher Education website* (T for Teacher Education) at www.aug.edu/teacher_development/ referencing Apprenticeship and University Supervisors. Review all the information and become familiar with all the forms used. Print out the information found under "Apprenticeship Supervision" and place in a notebook for future reference**

- **Obtain an *identification badge* for visiting schools (see Administrative Secretary).**
- **Note important dates – particularly *midterm* and *finals* as well as the due date for Semester grades. These dates can be found on the ASU Registrar's website.**
- **Check Apprentice's attendance in LiveText at the end of week 3, 6,9,12, and 15 by logging into LiveText. Username: *asulab* & Password: (A new password will be assigned each semester by Bill Gray. Passwords will be disseminated via the Apprenticeship Coordinator or Bill Gray.)**
- **Be familiar with *Apprenticeship Guidelines for Students***
- **Obtain the most current *Class Roster* from Pipeline (under My Courses).**

To access the pictorial class rolls; log in to ASU pipeline, click on the Elroy tab, click on “Faculty” and then select either the Summary *_or_* Detail Pictorial Class Rolls,

*Some notes: *_

Pictorial class rolls are considered sensitive student data. Please handle appropriately.

Faculty members are only allowed to see pictorial rolls for the classes assigned to them.

Some students may not have photos available for publication.

- **To Request Travel Reimbursement:**
 1. Complete training on People Soft by contacting Mary Filpus Luyckx @ mfilpusl@aug.edu or (706)-729-2043
 2. By the end of each month, submit an auto mileage expense report to the People Soft website (*At Your Service* in pipeline). New directions are found on our website for using PeopleSoft.
 3. Complete the Supervision Record (see website) with a list of the students you supervise in each school attached and turn in 1 copy at the end of the month to the Teacher Education Apprenticeship Coordinator (Kim Franklin).

Important Information:

- The major project for the Apprenticeship Experience is the **Impacting Student Learning** Report. Apprentices are expected to analyze the impact of their teaching (of one content area) on one class of students for a span of two to three weeks. They are to collect, analyze, and discuss the findings from pre and post assessment data as well as data from formative and summative assessments. This project must be submitted via LiveText prior to the final conference. Students must use detailed lesson plans for the ISL unit. A lesson plan template is available in LiveText under Apprenticeship/Practicum documents.
- Daily Lesson Plans may be prepared in any form agreed upon by the Master Teacher and Apprenticeship Teacher, but must be prepared for every class taught by the Apprentice. A *lesson plan template* can be downloaded from the Teacher Education web site or *LiveText*. Master Teachers must approve all lesson plans at least three days prior to the implementation of the lesson. University Supervisors will review lesson plans as often as they wish, but certainly on the days they observe the Apprentice teaching.
- Apprentices should attend all department and faculty meetings and assume all the duties of their Master Teacher (hall monitoring, lunchroom duty, assembly duty, etc.). Refer to **Suggested Schedule/Activities** which should be shared with Master Teachers (those with student teachers) early in the semester.
- Apprentices should take on their first class no later than the second week of the semester and slowly take on classes until they are teaching the full load of classes. The sooner Apprentices take on a full load, the more valuable the experience.

Apprentices are required to teach a full load of classes for a minimum of three weeks (15 full school days), but this is only a minimum. They are expected to teach full-time as long as possible to gain insight and experience. Taking on a class means being fully responsible for planning, teaching, testing, and grading (under supervision, of course).

- Apprentices need to teach as long as possible to get a feel for a teacher's schedule. Once they take over the classes, they teach full time for three weeks (15 days), when they begin slowly releasing the classes back to the Master Teacher in the same manner they took on the classes. Remember students are required to be in their respective schools **85 days** (including the Beginning of the Year 10 day experience). All absences must be made up at the end of the Apprenticeship. If a student is absent or is tardy (arriving late or leaving early) they must immediately contact their school and Master Teacher and then email their University Supervisor. There are no excused tardies or absences. If a student is absent four days or more they will be removed from Apprenticeship.
- Students are allowed to attend 2 county job screenings without having to make that time up. However, students are required to report to their Apprentice school either before and/or after to minimize the amount of time out of the classroom (depending on the time of the screening). If a student wishes to attend more than two county job screenings then they may do so but will need to make up the time.
- Students are required to attend **seminars** at their Apprenticeship schools. Students are required to record the date attended, seminar title, and time frame for each meeting in a word document and attach to CFP #9. This requirement is listed on the **Exit Interview Checklist which you will check at the end of the semester** and attendance will be verified by seminar instructors through sign in sheets. The student should make sure he/she signs in for each seminar.

___1. Ask the Master Teacher to contact you after the Apprentice's first absence or tardy to ensure you are informed about any attendance issues immediately.

___2. Attend the scheduled Mandatory Apprenticeship Meeting held before the Apprenticeship semester begins to go over the *Apprenticeship Requirements*. Apprentices are required to attend. This meeting will be scheduled by the Teacher Education Apprenticeship Coordinator.

___3. Have students fill out the *Personal Contact Information* sheet (for themselves as well as the Master Teacher) and the *Class Schedule* form.

___4. Meet with Master Teachers, Building Coordinators, and Principal (if possible) at each school on your first visit and leave contact information as well as checking understanding of their obligations for the semester. Show them the Teacher Education website information for Master Teachers. Review Apprenticeship requirements, forms found on Teacher Education website, and emphasize importance of lesson evaluations authentically reflecting the Apprentice in order to determine midterm and final pass or fail grade. Remind Master

Teachers they need to complete the *Master/Mentor Teacher Update Form* and return it to Julie Gray if they haven't already done so (this will ensure their \$150 stipend payment).

___5. Meet the Principal at each school. Give your contact card to them and ask them to contact you if any problems arise.

___6. Visit each school once every two weeks on announced and unannounced visits. Document your visits and any observations or concerns. See Teacher Education website for *Supervisor Documentation form*.

___7. Observe each Apprentice teaching at least 3 times during the semester. Document each teaching observation utilizing the *Lesson Evaluation Forms* provided on the website. Leave a copy with the student and make a copy for your files before leaving the school if possible. This copy should be filed in the student's folder at ASU. You should have observed your students *at least one time prior to Midterm*.

___8. If ANY significant issues arise during the semester, document them, meet with the student, Master Teacher and any other pertinent personnel such as the Building Coordinator. If the problem persists or is serious in nature contact the Grade Level Contact person immediately. The student must be informed of issues as they arise and an attempt must be made (and documented) to intervene and assist the student. All unofficial and official "interventions" should be documented and shared with the Grade Level Coordinator (and placed in their ASU file). If a student is withdrawn from the program then you need to fill out the withdrawal form located on the Teacher education website. The student will be given either a U (unsatisfactory performance during apprenticeship) or a W (withdrawal under special circumstances) but not a WF. Notify Bill Gray concerning LiveText and Julie Gray concerning certification issues, Take the form to the Teacher Education secretary (Teresa Johnson) and ask her to obtain Dr. Wilson's signature and make a copy to be placed in the student's file. The original will be sent to the registrar's office. Periodically check to see if the student was removed from your roles in Elroy to make sure the process has been completed. If an intervention was conducted then the appropriate form and all other documentation including any written e-mails or letters from the Master Teacher, Building Coordinator, Principal, etc... should be placed in the students' file.

___9. Schedule *midterm* meetings one week prior to the official midterm date! Have students sign-up for a time the first two weeks of the semester or ask the Building Coordinator to set up a schedule. You will meet with the Master Teacher and Apprentice to discuss the Midterm evaluation which should have already been completed, submitted in LiveText and gone over before your scheduled meeting. Make sure the hard copy of the Midterm Evaluation is signed by all participants. University Supervisors are also required to complete a midterm evaluation of the Apprentice. It is very important at this point to determine whether the Apprentice is passing or failing at midterm (and *indicate* that on the evaluation form). This meeting is held at the respective schools of the Apprenticeship teachers. *Remind Master Teachers that attendance information must be added at the bottom of the form.

___10. Schedule *Final Exit Interviews* during the midterm meeting. Final interviews should be held one or two weeks prior to the end of their Apprenticeship experience. This meeting will be similar in structure to the midterm meeting except it can be held with just the Apprentice at the assigned school or at the University and the final evaluation and E-Portfolio will be discussed. University Supervisors are also required to complete a final evaluation of the Apprentice.

___11. At the scheduled EXIT Conference, each Apprentice will be required to show all assignments completed via LiveText in the E-Portfolio. Use the *Apprenticeship Exit Interview Requirements Checklist* and the *Electronic Portfolio Checklist for Initial Certification* for scoring specifics.

___12. Post Final satisfactory or unsatisfactory grades via Pipeline prior to ASU deadlines.

___13. Put a copy of the *Apprenticeship Exit Interview Requirements Checklist* and the *Electronic Portfolio Checklist for Initial Certification* in the student's file.

- **Fill-in calendar with important dates and times:**

- First day apprentices report to school:

_____ County - _____ date

- End of 10 day beginning of the year experience _____
- First day of 75 consecutive days _____
- ASU Mandatory Apprenticeship Meeting _____
- Date apprentices take over first subject (by 2nd week of semester) _____
- Check Apprentice's attendance in LiveText: 3rd _____ 6th _____ 9th _____
12th _____ & 15th week _____
- Min. of 3 Weeks Full-Time Teaching Dates _____
- Midterm conference _____
- ASU Teacher Education Midterm date _____
- E-Portfolio due date (by 13th week of semester) _____
- PDS Meetings _____
- Final Exit Conference date _____

- Final Day of Apprenticeship:

_____ County - _____ date

- Final Grades Due _____