

## GUIDE TO SUPERVISION OF MAT PRACTICUM STUDENTS BY UNIVERSITY SUPERVISORS

- **IMPORTANT TERMS:**
- **Teacher Education Practicum Coordinator: Kelly Farmer**-Coordinates Practicum 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 Practicum 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 practicum placements and serve as the contacts for the specified certification levels.  
**University Supervisor:** The ASU person hired to supervise Practicum students.  
**PDS:** Professional Development Schools are collaborators with Augusta State University in preparing pre-service teachers for their teaching careers.  
**Building Coordinator:** This person serves as the liaison between ASU and the school. This person is only present in a PDS school. If available, meet them and encourage your students to discuss any issues that arise with them first (and then you). We attempt to put MAT students that are **assigned** a placement in PDS schools. Employed Practicum students could be in any school.  
**Mentor Teacher:** A teacher – either assigned by the Teacher Education department (in the case of a student teacher) or assigned by the employed student’s administration or chosen by the employed student and often located elsewhere in the building.  
**Practicum Student:** can be a student teacher or an employed teacher seeking certification through the MAT program.
- **Prior to the beginning of the semester: Become familiar with the *Teacher Education website* at [www.aug.edu/teacher\\_development/](http://www.aug.edu/teacher_development/) referencing *Practicum* and *University Supervisors*. Review all the information and become familiar with all the forms used.**
- **Obtain an *identification badge* for visiting schools (see Administrative Secretary).**
- **Check student’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 Practicum Coordinator or Bill Gray.)**
- **Note important dates – particularly *mid-term* and *finals* as well as the due date for semester grades.**
- **Be familiar with *MAT Practicum 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](mailto:mfilpusl@aug.edu) or call (706)-729-2043.**
  2. **Submit an *Auto Mileage Expense Report* on the *PeopleSoft* link (found under *At Your Service* in pipeline) at the end of each month. 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 Practicum Coordinator (Kelly Farmer).****

**Important Information for EDTD 6910:**

- The major project for the Practicum Experience is the **Impacting Student Learning** Assignment. Practicum students are expected to analyze the impact of their teaching of one content area or subject on 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. 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 Mentor Teacher and Practicum Teacher, but must be prepared for every class taught by the Practicum Student. A *lesson plan template* can be downloaded from the Teacher Education website. Mentor Teachers must approve all lesson plans at least three days prior to the implementation of the lesson. Students are required to meet the deadlines set up for them by their individual Mentor Teachers. University Supervisors will review lesson plans as often as they wish, but certainly on the days they observe the Practicum Student teaching. Lesson Plans should be available on the teacher desk at all times for the Supervisor to look at while observing in the classroom.
- Practicum students should attend all department and faculty meetings and assume all the duties of their Mentor Teacher (hall monitoring, lunchroom duty, assembly duty, etc.) Refer to **Suggested Schedule/Activities** which should be e-mailed to Mentor Teachers (those with student teachers) early in the semester.
- Practicum Students 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 Practicum Students take on a full load, the more valuable the experience. Practicum Students are required to teach a full load of classes for a minimum of three weeks (or 15 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, communicating with parents and grading (under supervision, of course).

- Practicum Students 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 until three weeks prior to the end of the semester, when they begin slowly releasing the classes back to the Mentor Teacher in the same manner they took on the classes.
- Remember students are required to be in their respective schools **75 days**. **They must make up any absences or tardies. If a student is absent or tardy (arriving late or leaving early) they must immediately contact their school and Mentor Teacher and then e-mail their University Supervisor. There are no excused tardies or absences. If a student is absent four or more days, they will be removed from Practicum. Ask Mentor Teachers to contact you after the first absence or tardy to ensure you are informed from the beginning of the Practicum. Students (whether employed or not) must submit Attendance Documentation via LiveText throughout the semester.**
- Students are allowed to attend 2 county job screenings without having to make that time up. However, students are required to report to their 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.
  - Practicum students are required to attend **4 ASU mandatory seminars** this semester which includes the August 20<sup>th</sup> meeting. If their school requires any additional seminars, the student is required to attend those meetings as well. The school seminars will be in addition to the required ASU seminars.
  - 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 Mentor Teacher to contact you after the Practicum Student's first absence or tardy to ensure you are informed about any attendance issues immediately.**

**\_\_\_ 2. Attend the scheduled *Mandatory MAT Practicum Meeting* held before the Practicum semester begins to go over the *MAT Practicum Requirements*. Practicum students are required to attend. Mentor teachers cannot be required – only requested. Emphasize 75 day practicum documentation. Take this opportunity to meet with your students and emphasize requirements, etc. Give out the *Personal Contact Information Sheet* (for themselves as well as the Mentor Teacher) and the *Class Schedule Form* found on our website.**

**\_\_\_ 3. Meet with Mentor Teachers at each school on your first visit (if possible) and leave contact information as well as check for understanding of Mentor obligations**

for the semester. Remind Mentor Teachers to complete the *Mentor Teacher Update Form* and send it to Julie Gray (for stipend payment). Inform them of observation requirements (min. of 3), Mid-Term Evaluations and conference requirements, LiveText submissions, forms found on the Teacher Education Website and Final Evaluations. It is also important to emphasize the importance of *lesson evaluations* authentically reflecting the Practicum student's teaching in order to determine midterm and final evaluations and the final pass or fail grade.

\_\_\_4. Meet the Principal and Building Coordinator (for PDS schools) at each school. Give your contact card to them and ask them to contact you if any problems arise.

\_\_\_5. 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 *Supervision Documentation Form* and *Supervision Record Form*.

\_\_\_6. Observe each Practicum student teaching at least 3 times during the semester. Document each teaching observation utilizing the *Lesson Evaluation Form(s)* 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 at the end of the semester. Plan to observe your students *at least one time prior to Midterm*.

\_\_\_7. If ANY significant issues arise during the semester, document them, meet with the student, mentor teacher and any other pertinent personnel such as administrators and contact the ASU 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 Teacher Education Practicum Coordinator. 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 practicum) 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 role 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.

*\*Mid-Term is a crucial meeting to determine whether the student is passing or failing.*

\_\_\_8. Early in the semester, e-mail Supervising Mentor Teachers (those with student teachers) the *Suggested Schedule/Activities* for students taking over the classroom and e-mail *Exit Interview Requirements Checklist* to the practicum students.

\_\_\_9. Schedule *midterm* meetings one week prior to the official ASU midterm date! Have students sign-up for dates and times the first two weeks of the semester or ask the Building Coordinator to set up a schedule. You will meet with the Mentor Teacher and student. University Supervisors are also required to complete a midterm evaluation of the student. The Midterm Evaluation should already be completed, submitted in LiveText and gone over before your scheduled meeting. Make sure the hard copy Midterm Evaluation is signed by all participants. It is very important at this point to determine whether the Practicum Student is passing or failing at midterm (and *indicate* that on the evaluation form). This meeting is held at the respective schools of the Practicum teachers.

\_\_\_10. Schedule final *Exit Interviews* during the midterm meeting. Final Interviews should be held two weeks prior to the end of their practicum experience. This meeting can be held at ASU and does not need to include the Mentor Teacher UNLESS there are problems that have arisen over the course of the semester. In that case, the meeting should again be held at the Practicum Student's school with appropriate personnel. The final evaluation, E-Portfolio and Practicum requirements will be discussed and evaluated. University Supervisors are also required to complete a final evaluation of the student.

\_\_\_11. At the scheduled EXIT Conference at ASU, each Practicum student will be required to show all assignments completed via *LiveText* (See *Exit Interview Requirements' Checklist*) and if graduating also see *Electronic Portfolio Checklist for Initial Certification* for specifics.

\_\_\_12. Post Final Grades (Satisfactory or Unsatisfactory) via Pipeline according to ASU deadlines.

\_\_\_13. If all requirements including the Electronic Portfolio are complete, then fill out the *E-Portfolio Completion List of Graduates*. It is the University Supervisor's responsibility to fax or e-mail the form noted above to the Registrar's office (Fax# 706-667-4958 Attention: Katherine Sweeney or e-mail [ksweeney@aug.edu](mailto:ksweeney@aug.edu)) and to fax or e-mail a copy to Teresa Johnson (Administrative Secretary- fax number -706-729-2276 or e-mail- [tjohns45@aug.edu](mailto:tjohns45@aug.edu) ).

\_\_\_14. Send a copy of final grades to the *Administrative Secretary* (Teresa Johnson). See contact information noted above.

**\*\*See Calendar on following page.**

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

- First day Practicum students report to school:

\_\_\_\_\_
County
-
date
\_\_\_\_\_
County
-
date

- First day of 75 consecutive days \_\_\_\_\_
- ASU Mandatory Practicum Meeting \_\_\_\_\_
- Check student's attendance in LiveText: 3<sup>rd</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_  
9<sup>th</sup> \_\_\_\_\_ 12<sup>th</sup> \_\_\_\_\_ & 15<sup>th</sup> week \_\_\_\_\_
- Date Students take over first subject (by 2nd week of semester) \_\_\_\_\_
- 3 week full time teaching dates \_\_\_\_\_
- Midterm conferences \_\_\_\_\_
- ASU Teacher Education Midterm \_\_\_\_\_
- ISL Conference Date (Spring only) \_\_\_\_\_
- E-Portfolio due date (by 13<sup>th</sup> week of semester) \_\_\_\_\_
- **Final** \_\_\_\_\_ **Exit** \_\_\_\_\_ **Conference**  
**date** \_\_\_\_\_
- Final Day of Practicum:
- 

\_\_\_\_\_
County
-
date
\_\_\_\_\_
County
-
date

- Final Grades Due \_\_\_\_\_