

## GUIDE TO SUPERVISION OF MAT TEACHER CANDIDATES BY UNIVERSITY SUPERVISORS

### IMPORTANT TERMS:

- **\*\*Teacher Education MAT Coordinator:** Dr. Steven Page  
The chain of command is to communicate problems with the grade level contact first, the ASU Supervisor and then the MAT Coordinator as needed.
- Teacher Education Practicum Coordinator:** **Kelly Farmer**-Coordinates Practicum experiences at the elementary, middle and secondary levels.
- Early Childhood Education Contact:** \*Mrs. Carey Anne Cushman
- Middle Grades Contact:** \*Dr. Susan Edwards
- Secondary Contact:** \*Dr. Benita Dillard
- Music:** \*Dr. Suzanne Hall
- Health and P.E.:** \*Mr. Graeme Connolly
- Foreign Language:** \*Mr. Christopher Botero
- SPED:** \*Dr. Alice Pollingue/Dr. Kathy Hogan
- \*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 Teacher Candidates.
- Partner School Network:** Partner 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 the Partner School Network. We attempt to put MAT candidates that are **assigned** a placement in one of our Partner Schools. Employed Practicum candidates could be in any approved school within a 50 mile radius of Augusta State University.
- Mentor Teacher:** A teacher – either assigned by the Teacher Education department (in the case of an unemployed Teacher Candidate) or assigned by the employed Teacher Candidate’s administration or chosen by the employed Teacher Candidate and often located elsewhere in the building. See requirements on website. \*All Mentor Teachers must have successfully completed the Master/Mentor Online Training located on the Teacher Education website.
- Practicum Teacher Candidate:** a graduate or employed Teacher Candidate seeking initial certification through the MAT program.

### Getting Started:

**Note:** The University Supervisor must observe each candidate a minimum of 3 times however if the candidate is struggling then the University Supervisor must continue to provide support and observations/evaluations throughout the semester. If the candidate is failing at midterm and chooses to continue then the University Supervisor must continue to supervise and provide support as stated above.

- **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 Teacher Candidate, Mentor Teachers 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).
- Note important dates – particularly *mid-term, finals and ISL/E.P. due dates* as well as the due date for semester grades.
- Be familiar with the *EDTD 6910 Syllabus*.
- Obtain the most current *Class Roster* from *MyASU* and *Elroy*.
- To access the pictorial class rolls; log into *MyASU*, 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: By the end of each month, submit an auto mileage expense report (see ASU Home page, click “T” for *Travel Expenses* and use “*Travel Expense Statement*”) to the Teacher Education office – Attention: Quentin Hunter - fax # -706-729-2276 or e-mail-qhunter@aug.edu

**Important Information for EDTD 6910:**

- The major project for the Practicum Experience is the **Impacting Student Learning** Assignment. Practicum Teacher Candidates 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. Practicum candidates are required to have **3 ISLs** (including the Practicum ISL) in their E-Portfolio. Early Childhood Practicum candidates can choose from one of the 4 content areas of math, science, social studies and literacy. Middle and Secondary candidates are required to do their practicum ISL in the content area in which they are seeking certification. Teacher Candidates are required to include in the ISL **detailed daily plans** using the **Lesson Plan & Reflection Template (10-15 lessons)** provided in Livetext. Also see **Lesson Plan Format Explanations** on the Teacher Education website as well as the **rubrics** in LiveText for assessment of the ISL and E-Portfolio.
- Daily Lesson Plans may be prepared in any form agreed upon by the Mentor Teacher and Practicum Teacher Candidate, but must be prepared for every class taught by the candidate. Mentor Teachers must **approve all lesson plans at least three days prior** to the implementation of the lesson to ensure time for discussion and revisions. Teacher Candidates 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 candidate teaching. **Lesson Plans should be available on the teacher’s desk at all times for the Supervisor to refer to while observing in the classroom.**
- Practicum Teacher Candidates should attend all department and faculty meetings and assume all the duties of their Mentor Teacher (hall monitoring, lunchroom duty, assembly duty, etc.)

- Practicum Teacher Candidates should email you the *Class Schedule Form* (with schedule attached) as well as the *Personal Contact Information Form* the first week of practicum.
- Practicum Teacher Candidates should take on their first class no later than the second week of the semester and slowly take on classes until they are teaching a full load of classes. See *Suggested Schedule/Activities* on website. The sooner Practicum candidates take on a full load, the more valuable the experience. Practicum candidates 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 Teacher Candidates should email you a *tentative timeline for taking over the classroom* responsibilities (planned and approved with the Mentor Teacher) and using the Calendar attached as a guideline early in the semester. Practicum Teacher Candidates 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 candidates are required to be in their respective schools a minimum of **75 days/600 hours**. **If a candidate 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 so Teacher Candidates must make up all accumulated absences and/or tardies. Teacher candidates' tardies can be made up with extra hours but absences must be made up by adding the missed days to the end of the Practicum experience. If a candidate 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. Teacher Candidates (whether employed or not) must submit Attendance Documentation via Elroy throughout the semester.**
- Teacher Candidates are allowed to attend 2 county job screenings without having to make that time up. However, candidates 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 candidate wishes to attend more than two county job screenings then they may do so but will need to make up the time.
- Practicum Teacher Candidates are required to attend **4 ASU mandatory seminars** during the semester which include the initial mandatory meeting. If their school requires any additional seminars, the candidate is required to attend those meetings as well. The school seminars will be in addition to the required ASU seminars. Teacher Candidates are required to record the dates attended, seminar titles, and time frames for each meeting in a word document and attach to the **Additional Artifacts** page in Livetext. This requirement is listed on the **Exit Interview E-Portfolio Checklist** which you will check at the end of the semester and attendance will be verified by

seminar instructors through sign in sheets. The Teacher Candidate should make sure he/she **signs in and out** for each seminar.

**\*\*See attached Checklist & Calendar\*\***

**Checklist:**

\_\_\_ 1. Ask the Mentor Teacher to contact you after the Practicum Teacher Candidate's first absence or tardy to ensure you are informed about any attendance issues immediately. Check candidate's attendance in *Elroy* at the end of each month. See *Attendance-Accessing Teacher Candidate Documentation* on the Teacher Education Website

\_\_\_ 2. One *Mandatory MAT Practicum Meeting* will be scheduled prior to each semester to go over the *MAT Practicum Requirements*. Please schedule your own *section* meetings at the beginning of each semester to go over pertinent information that relates to your expectations. For example, this is a good opportunity to show your candidates examples of exemplary ISLs and E-Portfolios. Emphasize the 75 days/600 hours practicum requirement and necessary documentation. Early in the semester, require candidates to submit the *Personal Contact Information Sheet*, the *Class Schedule Form* (both found on website) and a tentative schedule with pertinent dates to you.

\_\_\_ 3. Meet with Mentor Teachers and Practicum candidates as a group at each school on your first visit (if possible) and leave contact information along with the *Mentor Teacher Letter from Supervisor* as well as check for understanding of Mentor obligations (see note above) for the semester. Remind Mentor Teachers to complete the *Master/Mentor Teacher Payment Form* and send it to Julie Gray (for stipend payment) by the posted deadline. 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 Teacher Candidate's teaching in order to determine midterm and final evaluations and the final pass or fail grade. Refer the supervising Mentor Teachers (those assigned Teacher Candidates) to the *Suggested Schedule/Activities* for candidates taking over the classroom and Teacher Candidates to the *Exit Interview E-Portfolio Checklist* as well as the *ISL Checklist* found on the Teacher Education Website. Remind Mentor Teachers and Practicum Teacher Candidates they have their own resource links found on the Teacher Education website.

**\*\*Note:** Mentor Teachers must now pass a *Master/Mentor Training Online Test* prior to practicum to qualify as Mentor Teachers. It is your responsibility to ensure all of your Mentor Teachers have taken the required test. Check with the Practicum Coordinator for any questions that may arise.

\_\_\_ 4. Meet the Principal and Building Coordinator (for Partner School Network) at each school. Give your contact card to them and ask them to inform 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. Formally observe each Practicum Teacher Candidate 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 candidate and make a copy for your files *before* leaving the school if possible. These lesson evaluations should be filed along with a hard copy of the *Midterm Evaluation* (signed by all participants), *Exit Interview Checklist & ISL Checklist* (and any other pertinent documents) in the Teacher Candidate's folder at ASU at the end of the semester. Plan to formally observe your candidates *at least one time prior to Midterm*.

\_\_\_ 7. If ANY significant issues arise during the semester, document the concerns as well as meet with the Teacher Candidate, Mentor Teacher and any other pertinent personnel such as administrators. The candidate must be informed of issues as they arise and an attempt must be made (and documented) to intervene and assist the candidate. All unofficial and official "interventions" should be documented and shared with the Teacher Education Practicum Coordinator (and placed in the ASU file of the candidate). If a Teacher Candidate is withdrawn from Practicum, fill out the withdrawal form located on the Teacher Education website and notify Dr. Wilson. If a candidate is withdrawn for any reason prior to midterm, midterm evaluations must still be completed by the Mentor Teacher and the University Supervisor. The candidate will be given either a U (unsatisfactory performance during practicum) or a W (withdrawal under special circumstances) but not a WF. Notify Julie Gray concerning certification issues, take the withdrawal form to the Teacher Education (Quentin Hunter) and ask him to obtain Dr. Wilson's signature and make a copy to be placed in the candidate's file. The original will be sent to the Registrar's office. Periodically check to see if the candidate was removed from your role in *Elroy* to make sure the process has been completed. If an Intervention was conducted, make sure the appropriate form and all other documentation including any written e-mails or letters from the Mentor Teacher, Building Coordinator, Principal, etc. are placed in the Teacher Candidate's file.

\_\_\_ 8. *\*Mid-Term is a crucial meeting to determine whether the student is passing or failing.* Schedule *midterm* meetings for the week prior to the official ASU midterm date! Have candidates sign-up for dates and times or ask the Building Coordinator (if applicable) to set up a schedule. You will meet with the Mentor Teacher and the Teacher Candidate at the same time. University Supervisors are also required to complete a midterm evaluation of the candidate. The Midterm Evaluation by the Mentor Teacher should already be completed, submitted in LiveText and gone over with the candidate before the 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 candidate is passing or failing at midterm (and *indicate* that on the evaluation form). This meeting is held at the respective schools of the Practicum Teacher Candidates.

\_\_\_ 9. Final Interviews should be scheduled no later than the last week of the semester. These meetings can be scheduled as a whole group meeting allowing each Teacher Candidate to showcase some aspect of their E-Portfolio or can be scheduled

individually. 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 and in that case, the meeting should be held with appropriate personnel. University Supervisors are also required to complete a final evaluation of the Teacher Candidate.

\_\_\_10. Teacher Candidates' E-Portfolios are due in their entirety by midnight at the end of the 13<sup>th</sup> week of the semester. No late submissions will be accepted. Use the *Exit Interview E-Portfolio Checklist* & the *ISL Checklist* to grade submissions.

\_\_\_11. At the time of the scheduled EXIT Conference at ASU, all requirements should have already been completed and submitted via *LiveText* & *Elroy* (See *Exit Interview E-Portfolio Checklist* & *ISL Checklist*). Final attendance documentation will be submitted by the candidate (with Mentor Teacher's signature) and checked by the Supervisor at the end of the Practicum experience. See website for directions for accessing attendance.

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

\_\_\_13. Put all documents referenced above and any other pertinent documentation in the student's file in the Teacher Education Office.

**\*\*See Calendar below:**

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

- First day Practicum Teacher Candidates report to school:

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

- First day of 75 consecutive days \_\_\_\_\_
- ASU Mandatory Practicum Meeting \_\_\_\_\_
- ASU Supervisor Meeting \_\_\_\_\_
- Check candidate's attendance in Pipeline at the end of each month.
- Date Teacher Candidates take over first subject (by 2nd week of semester) \_\_\_\_\_
- 3 week full time teaching dates \_\_\_\_\_
- Dates for teaching ISL \_\_\_\_\_
- Due Date for ISL \_\_\_\_\_
- Midterm conferences \_\_\_\_\_
- ASU Teacher Education Midterm \_\_\_\_\_
- ISL Conference Date (Spring only) \_\_\_\_\_
- E-Portfolio due date (by end of 13<sup>th</sup> week of semester) \_\_\_\_\_
- **Final Exit Conference dates** \_\_\_\_\_
- Final Day of Practicum: \_\_\_\_\_

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

- Final Grades Due \_\_\_\_\_ kfarmer12/10/11