

The University Supervisor's Role

The practicum in teaching is the shared responsibility of the university and the public school. The university supervisor's role is one of instruction, supervision, and maintenance of university-school relations.

Specifically, it is the duty of the Tarleton State University supervisor to:

1. Act as a liaison person between the school campus and the university.
2. Conduct an orientation meeting for all interns under his or her supervision.
3. Meet with each assigned Mentor Teacher to discuss his/her role before or during the first week of the internship.
4. Observe each intern, in a classroom setting, at **least** 4 times and provide the intern and Mentor Teacher with a **written** account of the observation.
5. Conduct an individual feedback session for each observation made and provide the intern and Mentor Teacher with a written summary of the results.
6. Conduct, with the mentor teachers, a final written evaluation for all interns.
7. Counsel and help any individual intern with any problems that may arise in his or her practicum in teaching assignment.
8. Evaluate the intern's lessons and lesson plans as needed.
9. Be available to the principal and mentor teachers for conferences.
10. Make recommendations concerning interns regarding withdrawals or re-assignments to the Director of Field Experiences.
11. Provide on-going training of the intern through seminars and assigned professional development opportunities.
12. Assign the intern a grade (credit/no credit) for the practicum in teaching class.
13. Emphasize the importance of ethical and professional conduct on the part of the intern.
14. Emphasize to the intern the importance of handling certain problems and school situations with strictest confidence.
15. Ensure that the intern understands clearly and carries out effectively his/her part of the practicum in teaching program.
16. Furnish the principals and mentor teachers' copies of materials, forms, etc., which are given to the intern so that they will be familiar with regulations, requirements, and policies affecting the interns.
17. Encourage public school personnel to make suggestions and recommendations for the improvement of the practicum in teaching program.
18. Intern feedback summary reports and monthly visitation reports should be turned in after the completion of each round of supervision to the Office of Field Experiences.