Guide for University Supervisors
Student Teaching

This information serves as a guide for University Supervisors of candidates enrolled in student teaching.

- **SLL**: We are utilizing Student Learning and Licensure (SLL) to house all our paperwork for student teaching. SLL will not be available until a couple of weeks into the semester. Don't try to login until then, there won't be a placement yet!
    - Assessing Activities Video
    - Resources
    - University Supervisor SLL Guide **with log in link**

- **Communication**: Contact both the Student Teacher and the Cooperating Teacher. Set up dates/times for visits, discuss observation report, etc.
    - You should remain in email communication with the student throughout the student's teaching experience.
    - Please alert me if any concerns arise that you feel need an elevated response.
    - Please use your SMSU email.

- **Reflections (Journals)**: Students should be reflecting on their experiences, asking your opinions, suggestions, etc. To which you will respond with questions, thoughts, ideas, suggestions… Please respond to the student in a timely manner (a day or two). Journal rubrics will be found in SLL.
    - The candidates will have an activity in SLL for their first week journal. They will then have entries for journals 2-6, and will have prompted entries for journals 7-11. The last week they do not need to submit a journal.
    - The candidate should have their journal uploaded by Sunday every week. Please have responses to them in SLL by Tuesday every week.

- **Lesson Plans**: Student teachers must submit lesson plans at least 36 hours before an observation. They will submit to the SLL assignment. There is a short rubric for you to fill out for each lesson plan in SLL like the journals. Candidates should use the SMSU lesson plan template for all lessons that will be officially observed by you and/or their cooperating teacher. This is your chance to have a pre-conference with the candidate. Please give them feedback so that they can implement it into their lesson.

- **Observations**: You should receive guidance as to how many each student teacher needs. This information most likely came from an email.
    - Please complete the required number of observations. You can also reference the "Requirements" sheet.
    - If the candidate has more than one placement, at least one observation and one triad need to take place in each placement.

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- After every observation you should debrief with the candidate. This can be done in person or via zoom. This is a critical meeting to be able to discuss the actionable feedback you have for them. Their reflection of the lesson. And, goals going forward. You can record your debrief notes on the observational notes form or type them directly into SLL.
- New this semester: You can use the observational notes form to physically write your notes and then upload it to the activity. Or, I have added a text box to the activity where you can type right into SLL. Just make sure you specifically note the actionable feedback you are giving the candidate and your debrief conversation.
- Virtual Observations are requested. Due to budget constraints, we are asking that ½ your observations be done virtually. This can be accomplished via zooming into the classroom and observing a lesson live. It will be the candidate's job to set up the zoom link and email it to you ahead of time. Or, the candidate can record a lesson and submit the video to the SLL activity. Both are acceptable virtual observation options. We know that there are certain situations where virtual isn't feasible, such as in a Music, PE, or AG experience. If you feel virtual observations will not work for your student teaching situation, please observations in-person as you see fit.

- **Mileage**: You will be paid mileage for your trips. Please keep track of your mileage and submit an expense report via the Workday system **monthly**. Mileage must be reported monthly, or your reimbursement will be subject to taxes. The Workday system was adopted by the MNSCU system and is the only way to submit mileage as of July 1, 2024.
  - Workday system quick start guide
  - Make sure you are viewing and submitting mileage for SMSU if you work for more than 1 institution. You can switch the institution within the Workday system once you log in.
  - View the step-by-step guide for submitting mileage in Workday.
  - The current federal mileage rate is 76 cents per mile.

- **Midterm**: Complete the midterm evaluation as close to the middle of the experience as possible.
  - This should be done as a triad – student, cooperating teacher, and yourself. The midterm evaluation (CPAST) will be completed in SLL. Your midterm CPAST meeting also serves as one of your required triad meetings.
  - Please note if your student has a specialty area student teaching assignment. If so, the last 4 weeks of the semester will be in that new setting. You do not need to complete a midterm in the second placement.

- **Evaluations**: Complete the final evaluation as well as the CPAST rubric and a triad. The final evaluation should be submitted in SLL. *Please note if your student has a specialty area student teaching assignment…the last 4 weeks of the semester will be in that new setting and will need a separate evaluation. *

- **Weeks**: Each placement is different, and candidates should work closely with their cooperating teacher to determine the schedule that works best for their classroom and students.

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- Main student teaching placement is typically 8 to 12 weeks long. Here is a sample schedule:
  - Week 1: Observe, complete the first week assignment as your journal for the week, and jump in as comfortable.
  - Week 2: Team-teach and take over one subject or class period.
  - Week 3: Team-teach and take over another subject or class period.
  - Week 4: Team-teach and take over yet another subject or class period or take over all subjects and class periods if doing only 8 weeks.
  - Week 5,6,7: Teach full-time all subjects and class periods.
  - Week 8,9,10: If placement is 8 or 9 weeks you will release subjects and class periods back to the cooperating teacher during your last week. If completing 12 weeks in this placement you should continue teaching full-time.
  - Weeks 11, 12: Gradually release subjects and class periods back to the cooperating teacher.
- Specialty area student teaching assignment candidates need to get involved in the classroom as quickly as possible since this is such a short experience consisting of 4 to 5 weeks. Here is a sample schedule:
  - Week 1: Observe, team-teach and gradually pick up teaching various subjects.
  - Week 2 & 3: Teach full time.
  - Week 4: Gradually release subjects and class periods back to the cooperating teacher.

- **CPAST**: CPAST: Students will be completing the Candidate Preservice Assessment for Student Teachers (CPAST) during their student teaching experience. This is replacing the edTPA. Please see the CPAST information in the SLL activity for specifics. Due to our contract with The Ohio State University we can't send you CPAST information through email.
  - **All new supervisors need to take the intial CPAST training**
  - **All returning supervisors need to take the returning CPAST training**
  - **Trainings can be found in the SLL CPAST activity.**

- **Mustang Mentoring Menu:** Please consider the options on this document when mentoring your student teacher. The document encompasses supports, observations, teaching models, conversations and actionable feedback.

- **Adult Coaching Strategies Training:** This is a training required by the Professional Educators Licensing and Standards Board (PELSB). All university supervisors for student teachers must complete the training. This is a 1-time training. If you have already taken the training due to previously supervising a student teacher, you do not need to take it again. Link to the training can be found on our placement website in the University Supervisor Resources section.

- **Seminars**: There are 3 mandatory Student Teaching Seminars at SMSU for the students to attend and 1 orientation day for them to attend virtually.

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- **Website:** On our website you will find the observation forms, triad form, 3 Key Components document, etc.

- **SLL**: At the conclusion of the student teaching experience, please ensure the following are in SLL:

    - All Observation Reports uploaded to SLL
    - Triad Reports uploaded to SLL
    - Midterm Assessment (CPAST) completed in SLL (serves as 1 triad)
    - Final Evaluation (including CPAST) completed in SLL (serves as 1 triad)
    - Journals and Lesson Plans are scored in SLL

The SMSU School of Education thanks you for your willingness to supervise our student teachers! I will be sending you videos to further explain the process/procedures and provide SLL and Workday materials. I want the transition to be as smooth as possible for all involved!

If you have any questions or concerns, please do not hesitate to contact me. Thank you.

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