

UNIVERSITY SUPERVISOR ROLE

The university supervisor is the liaison between the university candidate, school and NEIU. The supervisor must be willing to listen to, acknowledge the competence of, and interact in a collaborative manner with the cooperating school and faculty. The university supervisor will:

- Inform the cooperating teachers about the university's requirements for these experiences and provide them the *Cooperating Teacher & School Guidelines*.
- Develop an ongoing dialogue with the cooperating teachers regarding the progress of the candidates.
- Discuss established expectations.
CLINICAL EXPERIENCES: observation, tutoring, small/whole group lessons, lesson plans
STUDENT TEACHING: lesson plans, units, whole class instruction, assessment, conferences, etc.
- Create an open climate for candidates to discuss their experiences and provide them with your professional expertise.
- Provide the cooperating teachers with the *rubrics involving the Mid-term & Final Evaluation*. These items will be returned to NEIU, Clinical Experiences and Student Teaching Office. *Joint discussions of these evaluations must occur with the cooperating teacher, NEIU candidate, and supervisor. REMEMBER: Mid term & final evaluations appear on the same form to indicate student growth.*
- Inform field experience candidates of any data and reports necessary for documenting experiences.
CLINICAL: daily logs, lesson plans, bulletin board, action research project, etc.;
STUDENT TEACHING: lesson plans, self-evaluation, unit, bulletin board, etc.
- Conduct seminars related to candidates' experiences, that will foster professional growth and development.
CLINICAL = bi-monthly; and STUDENT TEACHING: weekly
- Visit candidates on-site regularly. The length and number of VISITS WILL VARY based upon candidate' needs. *Visits SHOULD BE announced!*
CLINICAL: minimum of TWO VISITS during the semester, EXCLUDING initial visit.
STUDENT TEACHING: minimum of SIX VISITS, or every other week, as suggested by the State Certification Board [INCLUDING initial visit]
- Communicate with the CEST Coordinator about ANY problems that may occur regarding candidates' placements, conduct, or school issues. The CEST Assistant Dean, in cooperation with supervisors, is responsible for resolving any placement problems.
- Serve as a resource person, if requested, by the teacher.