

To: **College Supervisors**

From: Stephanie Holmes, Director of Field Experiences/Certification Officer

Thank you for serving as a college supervisor at Peru State College. Your assistance and continued support are truly valued and appreciated. Our teacher candidates will gain countless benefits from your experience and expertise while preparing for their role in the profession. I look forward to working with you to make sure these teacher candidates are “classroom ready” by the end of the semester.

Important Information for Preparing to Supervise Student Teachers:

**1. Teacher Education Handbook**

[https://www.peru.edu/education/\\_documents/2020-2021-SOE-Handbook-1.pdf](https://www.peru.edu/education/_documents/2020-2021-SOE-Handbook-1.pdf)

**2. EDUC 420 Student Teaching Seminar Course for Teacher Candidates**

- a. As an accredited teacher education program, it is important for teacher candidates to demonstrate competencies in all areas for certification. To ensure they have met the requirements for InTASC standards 1-10, the Instructional Analysis Project (IAP) has been developed as a capstone project for program completion.
- b. The project is designed for teacher candidates to plan, carry-out, and **analyze a two-week instructional unit using a specific template**. The project will come with some challenges to the students, and we ask that you encourage them to use best practices in teaching by using data to drive instruction through being reflective decision makers. **The lesson plans and the report itself will be written outside of student teaching hours.**

**3. Seminar (Call Back) Dates**

- a. Teacher candidates are required to come back to campus twice during the semester for professional development and will be absent from the classroom. These are considered professional development days and will count toward their required classroom time.
- b. The seminar dates have been scheduled on **Fridays, February 5<sup>th</sup> and March 19<sup>th</sup>**.

**4. Mileage Logs**

- a. An electronic copy of the mileage log will be emailed to college supervisors.
- b. Email the mileage monthly log electronically to Amy Barrett, [abarrett@peru.edu](mailto:abarrett@peru.edu) by the 10<sup>th</sup> of each month. **Do not submit mileage if it is less than 10 miles round trip.**
  - i. **Include only those miles from the previous month and those that were not previously submitted.**
  - ii. **If the mileage log is not processed within 60 calendar days, reimbursement will not be paid.**

5. **LiveText by Watermark direction sheet included on the jump drive**
  - a. All assessments will be completed/submitted electronically through [www.livetext.com](http://www.livetext.com).
6. **Formative Observation Form**
  - a. The cooperating teacher and college supervisor will observe the teacher candidate teaching a lesson at the same time twice throughout placement.
  - b. The observation form is in LiveText and is aligned with the InTASC standards.
7. **Summative Nebraska Clinical Practice Evaluation (Midterm/Final)**
  - a. The teacher candidate, college supervisor, and cooperating teacher complete both midterm and final evaluations.
  - b. All parties may meet to discuss the data and share specific, constructive feedback prior to and/or upon completion.
  - c. Evaluation forms are the primary indicators of performance during student teaching.
  - d. Student teaching grades are “Credit” or “No Credit.”
8. **Educator Disposition Assessment (EDA)**
  - a. Complete at the end of the student teaching placement.
  - b. Professional dispositions of our teacher candidates.
  - c. Guide for any remediation notices and/or plans
9. **Demographics Form**
  - a. Teacher candidates complete this form in LiveText for each placement.
10. **Teacher Candidates’ Resumes**
  - a. Please ask your teacher candidate to send an electronic copy of their resume for you to review.
11. **Surveys**
  - a. Ms. Holmes sends a survey link at the end of each placement to evaluate the teacher candidate and the Peru State College program.
  - b. Teacher candidates will evaluate cooperating supervisor(s) and their overall experience.
12. **Grade Recommendation**
  - a. Email Ms. Holmes a recommended grade of “**Credit**” or “**No Credit**” at the end of the placement.

Thank you! Your assistance and continued support of teacher education are truly valued.