

CHECKLIST FOR UNIVERSITY SUPERVISORS

The university supervisor serves as a liaison between West Chester University and the mentor teacher participating in the student teaching program. The supervisor's responsibilities include:

Information and orientation

- _____ Explaining the goals, philosophy, and organization of the teacher-preparation program
- _____ Conferring about the experiences and responsibilities the teacher candidate should have under the direction of the mentor teacher
- _____ Explaining procedures used to evaluate the teacher candidate
- _____ Serving as a resource person for the mentor teacher and school district
- _____ Assisting the mentor teacher in completing the official paperwork required for the program

Evaluations

- _____ Evaluating in written and oral form the performance of the teacher candidate in the classroom or laboratory
- _____ Conferring with the mentor teacher following each classroom or laboratory observation
- _____ Discussing the final evaluation of the teacher candidate with the mentor teacher prior to awarding the final grade(s)
- _____ Retaining all written evaluations and observations for one year after the assignment is complete

Observations, classroom visits, and practicum

- _____ Contacting the mentor teacher and teacher candidate within the first week
- _____ Observing the teacher candidate for a full period during each of the required **SIX** visits
- _____ Consulting regularly with the mentor teacher on the performance of the teacher candidate
- _____ Discussing with the mentor teacher possible techniques and methods for use by the teacher candidate
- _____ Inviting the mentor teacher's suggestions and recommendations for enhancing the teacher candidate's experience
- _____ Planning and conducting professional seminars