

Discussion Guidelines for Supervisors Meeting with Student Teachers

Agenda for supervisors to cover during Student Teacher Orientation:

- *Handbook - Importance, will check to see if you and CT have on first visit.
- *Confirm current telephone numbers and addresses (notify Office of Field Experiences of any changes)
- *Collect Emergency Forms.
- *Roles and responsibilities of university supervisor
- *Observation schedule (ask for class schedule and school calendar)
- *Lesson plan format - when due
- *Conferencing - how university supervisor will handle
- *Review handbook
 - review weekly journal (from page 1 of Student Teaching Handbook)
 - procedures for communication about absence
- *Evaluations
- *Interaction with cooperating teachers and students
- *Procedures when encountering problems
- *How to handle problems
- *Time for students questions

Revised 1/7/10

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