

**William Paterson University
College of Education
Office of Field Experiences**

Qualifications

1. New Jersey Department of Education Permanent Teaching Certification;
2. A minimum of five (5) years experience in the area(s) of certification;
3. Master's Degree;
4. Administrative Certification – supervisory experience preferred.

ROLE OF THE PRACTICUM SUPERVISOR

1. Attend orientation program and meet with assigned practicum students
2. Send cooperating teachers a letter with the student.
3. Introduce yourself to the principal on the first visit to the school.
4. Conduct a minimum of two (2) observations for each practicum. Observe the practicum student while she/he teaches an entire lesson. (Contact someone at the school to make sure the student will be teaching at the time of your arrival.) Review the practicum student's lesson plans. Meet with the practicum student and cooperating teacher, (separately, together, or both) after each observation. During the conference with the practicum student, provide a constructive evaluation of the student's teaching and progress.
5. Document each observation by recording identifying information, classroom appearance, evaluation of lesson taught – both content and method presentation, pupil conduct, student teacher appearance, and practicum student's overall contribution to the school.
6. Document each conference with the practicum student and with the cooperating teacher. Record the cooperating teacher's assessment about the progress of the practicum teacher.
7. If a practicum teacher is having great difficulty, notify the OFE immediately. Make very detailed reports on each of your observations. Have the cooperating teacher write an assessment of the practicum teacher's problem(s) and write a weekly progress reports. Ask the principal to visit the classroom and record her/his observations. Meet with the principal to obtain a verbal assessment of the situation. Document this conference with the principal. Send copies of all documentation about the practicum teacher to OFE.
8. Turn in the documentation, final report and grade (refer to the Handbook for each practicum student.
9. Prepare travel expense voucher and turn into the OFE office. Please note that under a new policy, *travel vouchers not turned in on time may not be paid by the WPUNJ Business Office and all travel vouchers must be generated from the WPUNJ website, printed by you and then sent to the OFE office. (Instructions are included in your folder).* This policy applies to both faculty and adjunct supervisors.
10. Complete and return the evaluation that the OFE office will send you.
11. Inform the OFE office if you wish to serve as a practicum teacher supervisor for the next semester.