

## **VSU Supervisor Guidelines Information, Schedule, and Evaluations**

Thank you so much for your willingness to supervise our teacher candidates this semester. Your expertise as a teacher and your willingness to support our teacher candidates through collaboration, inquiry and reflection is of vital importance in the success of our teacher candidates. Many thanks from the Dewar College of Education and Human Services for your work this semester!

Our university supervisors are either tenured faculty, tenure-track faculty or adjunct faculty who are chosen to serve in this capacity based on the below criteria. The goal of the university supervisors is to provide support to all teacher candidates and mentor teachers in the clinical setting through extensive visits and observations.

### **Criteria for Selection of University Supervisors**

- Minimum of 3 years of teaching experience in P-12 schools as a certified teacher in the area in which they will supervise.
- Demonstrated effective teaching performance during their career
- Recommendations from the University faculty and current/previous employers
- A willingness to commit the extra time and effort required of a university supervisor
- Record of success with prior teacher candidates
- Knowledge of the P-12 curriculum and appropriate state standards in the field and grade levels assigned to supervise
- Demonstrated leadership skills during their teaching career
- Must be able to serve as a positive role model for the teacher candidate by providing opportunities for continual feedback.
- Demonstrates current trends and continuous learning in their supervision.

### **Professionalism (for our teacher candidates)**

All of our teacher candidates are expected to conduct themselves in the professional educator role as defined by the Georgia Professional Standards Commission's Code of Ethics. The commission has adopted standards that represent the conduct generally accepted by the education professional. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession. (*The Code of Ethics for Educators*, August 15, 2005). For the entire brochure please visit [www.gapsc.com](http://www.gapsc.com). All supervisors should report any violation by a teacher candidate to the Director of Field Experiences and Clinical Practice. (FECP)

**Standard 10: Professional Conduct - An educator should demonstrate conduct that follows generally recognized professional standards. Unethical conduct is any conduct that impairs the certificate holder's ability to function professionally in his or her employment position (e.g., harassment of colleagues, misuse or mismanagement of tests, test materials or test items, uncontrolled anger, etc.) or a pattern of behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students (e.g., inappropriate language, physical altercations, inadequate supervision, inappropriate discipline, etc.).**

This code must be followed. **Any violation of state or federal law and violation of this code of ethics must be reported to the Georgia Professional Standards Commission and will lead to the removal of a student teacher or intern from the clinical practice placement.**

The professionalism of our teacher candidates is critical as evidenced by the fact that most unsatisfactory clinical practice experiences are the result of unprofessional behaviors. Some of these unprofessional behaviors are based on inappropriate relationships with students.

Additionally, please remember that our teacher candidates are guests in the schools and are representatives of Valdosta State University, the Dewar College of Education and Human Services, and their respective departments at the school site. Hopefully, our teacher candidates will represent the true ideals and integrity of the teaching profession.

### **Observations and Conferences**

A survey given to all mentor teachers indicated that the number one priority for improving the clinical practice teacher candidate experience was **“an increase in the interactions” between the VSU supervisor and the mentor teacher.** Every visit to your teacher candidate’s classroom should include a dialogue with the mentor teacher on the progress and any needs of his/her teacher candidate. Each teacher candidate should be visited a minimum of five times during the semester (the first and last visits may be completed electronically by phone or video conference technology); each teacher candidate’s actual teaching performance should be evaluated a minimum of three times. It is understood that some teacher candidates may require more visits and/or more evaluations. The teacher candidate is usually evaluated during the “middle” three visits. The first visit is usually an introduction/orientation visit and the last visit is a follow-up/closure visit; unless there are specific reasons for these visits to be completed onsite, supervisors are asked to complete the first and last visits through videoconferencing technology. Typically, onsite visits occur within the 60 mile radius of VSU. After consulting with the mentor teacher and teacher candidate, you will complete and submit a summative evaluation at the end of the semester.

### **Orientation Conference**

The first conference (orientation) is critical in order to ensure that all three participants in the clinical practice experience are in agreement regarding the expectations for each of them. Important topics for this session include--a review of responsibilities for each participant, beginning activities for the teacher candidate, lesson planning format, schedule for submitting lesson plans, GPS/CCGPS/QCC standards or other information that must be in the plans, and whether your observations will be scheduled or unannounced, etc. This meeting provides you with the opportunity to confirm the importance of the mentor teacher in the day-to-day supervision of the teacher candidate and to solicit input on how you can support his/her role. *The supervision process should be a collaborative effort between you and the mentor teacher.*

### **Typical Observation Activities**

Discuss a typical observation/visit--what materials you will expect from the teacher candidate, what kinds of information you want from the mentor teacher regarding the teacher candidate’s progress, what information would the teacher candidate and mentor teacher like during a typical visit, will conferences be two-way or three-way? Solicit feedback regularly from the mentor teacher regarding his/her needs as well as the teacher candidate’s progress during a typical visit. You are expected to make five visits, so discuss scheduling these and other items such as announced and/or unannounced observations. In order to communicate more effectively, you may find it very useful to get the teacher candidate’s and mentor teacher’s e-mail addresses.

### **Teacher Candidate Evaluations**

Although the format or process may differ, feedback to the teacher candidate and mentor teacher should be provided for each visit. Three formative evaluations and one summative evaluation of the teacher

candidate are required during the semester. (For COMD and ECSE please refer to your department handbook for specifics.)

### **Communication**

While we expect all of our teacher candidates to be successful and have a great semester, sometimes this is not the case. If a situation occurs in which the teacher candidate is having difficulty, it is the supervisor who should make the first contact with the mentor teacher and/or the administration. In most situations, communication is the problem. Most supervisors can take care of the situation before it escalates. If the situation continues, please notify the department head immediately.

All student evaluations should be completed in LiveText. The teacher candidate will need to send the lesson plan for the class he/she is teaching (during your observation) to your LiveText account. Directions for submitting evaluations to LiveText are available at:

<http://www.valdosta.edu/coe/teached/formativesummative-evaluation-information.php>

The VSU supervisor is expected to make a minimum of five visits to each teacher candidate during the clinical practice experience (the first and last visits may be completed electronically through phone or videoconference technology); teaching will be evaluated by the VSU supervisor a minimum of four times. See below for specifics regarding the three (3) formative evaluations and the one (1) summative evaluation. Teacher candidates have been informed that they will need to send the lesson plan for the time period you will be observing to your LiveText account (prior to your observation). If you conduct unannounced observation visits, teacher candidates have been told to send the lesson plan for the lesson observed to your account at the end of that day.

When completing the Candidate Assessment on Performance Standards (CAPS), it is critical that you include comments for each rating (the comments you include should support the rating you assign). You are encouraged to use the training manual you received during your training to assist you in determining the appropriate ratings; you will most likely find the sample comments included in the manual helpful. Teacher candidates may not receive a rating of an Exemplary (5) on any **formative** evaluation, but a rating of an Exemplary (5) may be obtained by the teacher candidate on the summative evaluation.

***Initial Formative Evaluation*** -- This should occur soon (a week or two) after the teacher candidate has started any teaching responsibilities. This evaluation must be completed through the LiveText system. High expectations should be established during this first evaluation to identify strengths as well as areas needing improvement. In fact, the scoring on this evaluation should be relatively low since the teacher candidate is just beginning. Please schedule a time to discuss your evaluation of the teacher candidate with him/her; be sure to include in your discussion ways in which the teacher candidate can improve his/her performance.

**Please submit initial formative evaluation in LiveText by the due date listed on the schedule.**

***Mid Formative Evaluation*** -- A mid formative evaluation should be completed around the mid-term point. The results of this evaluation can be compared to the initial one to determine growth and to identify areas for additional growth. Again, the emphasis is on promoting growth, not determining a grade. Discuss your evaluation results with the teacher candidate and mentor teacher; again, please suggest ways for the teacher candidate to improve his/her performance. Solicit feedback from the mentor teacher regarding his/her evaluations of the teacher candidate.

**Please submit mid formative evaluation in LiveText by the due date listed on the schedule.**

***Final Formative Evaluation*** -- The final evaluation should be done near the end of the semester as the teacher candidate completes his/her teaching responsibilities. This evaluation **will not** be completed through the LiveText system. This final evaluation should provide the focus for a discussion with the teacher candidate and mentor teacher regarding the overall clinical practice experience, the summative evaluation, and the assignment of a final grade. These data are important in helping VSU identify overall program strengths and weaknesses.

**The final formative evaluation is NOT submitted in LiveText. As the university supervisor you are responsible for obtaining a hard copy and placing in the students' folder.**

***Summative Evaluation***—The summative evaluation is the totality of evidence using all formative evaluations from the semester to determine the summative grade. After consulting with the teacher candidate and the mentor, you will complete and submit the summative evaluation in LiveText. The summative evaluation should not be completed until the final formative evaluations have been completed by the teacher candidate, mentor teacher and VSU supervisor.

**Please submit the summative evaluation in LiveText by the due date listed on the schedule.**

Questions about the LiveText evaluation system should be directed to: The Center for Program Assessment, Analytics, and Evaluation ([cpaae@valdosta.edu](mailto:cpaae@valdosta.edu)) or 229-245-6424.

Overall Grade -- The clinical practice experience is graded as “satisfactory” or “unsatisfactory.” You should solicit the input of the mentor teacher regarding the teacher candidate’s overall performance; however, the final grade for the teacher candidate is the ultimate responsibility of the VSU supervisor. Please share this performance grade with your student prior to the end of the experience.

### **Evaluation of the VSU Supervisor**

Both the teacher candidate and the mentor teacher are asked to assess the effectiveness of the supervision provided by the VSU supervisor during the clinical practice experience. These data will be collected and provided to your department head.

### **Substitute Teaching**

Teacher candidates are **NOT** allowed to serve as substitute teachers during the semester they are clinical practice.

### **Grievances**

The College of Education and Human Services and the partner school agree that any situation in which the teacher candidate has a concern that he or she would like to formally pursue, the candidate should follow the following protocol: (1) Mentor Teacher, (2) University Supervisor, (3) Department Head, (4) Director of Field Experiences and Clinical Practice and (5) Dean.

### **Questions**

If you have questions regarding this information or during the clinical practice experience, please **contact Mrs. Jamie Bird, Director of Field Experiences and Clinical Practice, at 229-247-2779 or email to [jbird@valdosta.edu](mailto:jbird@valdosta.edu).**

### **GACE Content Assessment Requirement/Ethics Exit Assessment**

A requirement for clinical practice is that every teacher candidate must take the appropriate GACE Content Assessment tests for his/her major, as well as the Ethics Exit Assessment.

**EXCEPTION:** Praxis II is still the accepted test for Communication Disorders majors. **Students who do not meet this requirement will receive an Incomplete (I) in clinical practice for the semester and will not graduate.**

**NOTE:** Students do NOT have to pass the GACE Content Assessment (or Praxis II for Communication Disorders majors) in order to complete clinical practice successfully and graduate, but they do have to take it.

## VSU Supervisor Clinical Practice Guidelines

### **During the orientation with the mentor and teacher candidate, I:**

- \_\_\_ Reviewed roles and responsibilities for each of the three participants in the clinical practice experience.
- \_\_\_ Discussed with the mentor teacher any lesson planning requirements (format, due dates, GPS/CCGPS/QCC standards/documentation, etc.) for the teacher candidate.
- \_\_\_ Confirmed that the teacher candidate must submit lesson plans for the mentor's review and if late or inadequate then he/she will not be permitted to teach.
- \_\_\_ Encouraged teacher candidate to seek opportunities to be involved with the students.
- \_\_\_ Discussed my school visitations (announced, unannounced) and plans for sharing/collecting feedback from the other two participants.
- \_\_\_ Solicited suggestions, questions, comments from mentor and teacher candidate.

### **During the observations and conferences of the clinical practice experience, I:**

- \_\_\_ Completed the initial formative evaluation, solicited progress feedback from mentor, and discussed observed lesson with both teacher candidate and mentor. I posted this evaluation in LiveText.
- \_\_\_ Completed the mid formative evaluation, solicited progress reports from mentor, and discussed results with both teacher candidate and mentor. I made a hard copy of this evaluation.
- \_\_\_ Collaborated with mentor and teacher candidate regarding activities for student teacher after solo teaching.
- \_\_\_ Completed the final formative evaluation, solicited summative feedback from mentor, and discussed results with both teacher candidate and mentor.
- \_\_\_ Completed the summative evaluation after consulting with the teacher candidate and the mentor. I posted this evaluation in LiveText
- \_\_\_ Held final conference with teacher candidate and mentor, discussed the student's grade, solicited student's and mentor's reflections regarding the overall experience.