**14-week University Supervisor Responsibilities**

* **1/5-1/9:** Meet with Intern and Mentor Teacher to review expectations, requirements, communication, and schedule the first 1-2 observations. (Post Bacc and undergraduate students ONLY)
* Observe student interns in the field **six times** during their full time student internship experience and submit a mid-term evaluation, a final evaluation and two informal evaluations electronically.
* **Weekly** check that all submitted lesson plans are complete and received by you no later than Thursday evening.
* **Weekly** Provide feedback on plans as needed/ requested by MT and/ or intern. (Always provide feedback before scheduled observation) and CC all communication to Mentor Teacher.
* **1/26-1/30 Observation 1 by the end of week 3**. Debrief in-person after the lesson and ensure that the intern receives his/ her ratings and a print copy of any notes. Always ensure that the MT receives copies as well.
* **2/2-2/27 Observation 2: between weeks 4-7.** Debrief in-person after the lesson and ensure that the intern receives his/ her ratings (forward him/her a copy of what you submit to Adobe Forms Central) and a print copy of any notes. Always ensure that the MT receives copies as well.
* ***Interns will attend a MANDATORY Professional Development day on Friday, February 20th on the Stafford Campus in U-Hall (Post baccs and Undergraduates only).*** The five year pathway student interns completed this training in the fall semester.
* **2/27 Submit Mid-term Assessment** Ensure that the intern receives a copy.
* Review the Intern’s self-assessments with him/her and the Mentor Teacher. They will complete a mid-term self-evaluation, a final self-evaluation and a video recorded lesson self-evaluation.
* **3/2-4/3 Observations 3 & 4 between weeks 8-12**. Debrief in-person after each lesson and ensure that the intern receives his/ her ratings (forward him/her a copy of what you submit to Adobe Forms Central) and a print copy of any notes. Always ensure that the MT receives copies as well.
* *One of the first 3 observations should be video recorded. You are to observe the student intern while the video recording is being done. Instead of debriefing immediately afterwards, the intern should watch a video and provide the MT and US a self-evaluation. Then, you can either meet in person, by phone/ skype/ gchat or communicate via email to discuss discrepancies and similarities between the self-evaluation and your observation data/ analyses.*
* **4/24 Final Assessment** submitted by end of week 14.
* **By 4/17 Impact Study**: Assess and provide feedback to intern*. \*\*\*You should set a due date ahead of time!\*\*\* (ONLY for Post Bacc and Undergraduate Interns)*
* **By 4/17** E-portfolio for job search: Assess and provide feedback to intern*. \*\*\*You should set a due date ahead of time!\*\*\**
* **Submit Final Grade** (all details regarding dates and directions provided via UMW email account).
* **All observations should be scheduled in advance with the MT and Intern. Observations should last for an entire class period/ block, followed by a meeting with the Intern. Interns must receive written feedback AND the observation form (forward to them via email) within 2 business days of an observation.** *We don’t expect interns to start with Proficient Ratings. Proficient ratings indicate the level of competency of an effective, experienced teacher. We expect most interns will begin the experience at the Developing stage on most indicators, then demonstrate growth toward Proficient on most indicators by the end of the semester.*