**RESPONSIBILITIES OF THE UNIVERSITY SUPERVISOR**

**University Supervisor:** A qualified and experienced person in the profession who (a) is available to the student teacher for guidance, assistance, and feedback through visits and scheduled observations; (b) is responsible for the evaluation of the student teacher; and (c) in cooperation with the Director of Student Teaching assigns the student teacher’s letter grade for the student teaching experience.

1. The university supervisor is responsible to WKU for the ultimate success of the student teaching experience and for assigning the final grade.
2. To facilitate a successful experience, the university supervisor will be responsible for:
   1. maintaining open communication and rapport with the student teacher, the cooperating teacher, and the principal.
   2. using the **Student Teaching Handbook** to explain the expectations for the student teacher and the cooperating teacher.
   3. maintaining regular communication with the cooperating teacher to discuss and assess the student teacher’s progress.
   4. assisting the cooperating teacher in developing a Professional Growth Plan (PGP) for the student teacher.
   5. observing the student teacher in teaching situations and keeping informed of the student’s progress through conferences with the student teacher and the cooperating teacher. The university supervisor will observe the student teacher teaching a minimum of four (4) different times using the **Student Teaching Performance Record**. Two (2) additional visits are required for a total of six (6) visits with the student teacher by the university supervisor.
      * Initial visit
      * Two (2) KTIP evaluations each eight weeks followed by a post-observation conference
      * Additional scheduled or drop in evaluations as needed
      * Final visit. At minimum, the University Supervisor and Cooperating Teacher will conference. If possible, conduct a 3-way conference with student teacher and Cooperating Teacher
   6. discussing and evaluating the following *Sources of Evidence* upon each visit (as appropriate):

* **KTIP Lesson Plan**
* **Post-Observation Reflection**
* **Professional Growth Plan**
* **Professional Involvement Log**
* **Family Communication Log**
* **Video-Lesson Reflection and Analysis**
* **Student Teaching Performance Record**
* **Weekly Projected Schedule of Responsibilities**
* **Disposition Form**
  1. reviewing/inquiring about the type and frequency of feedback the student teacher is getting from the Cooperating Teacher, including:
     + **Cooperating Teacher—Weekly Feedback Form**
     + **Cooperating Teacher—Lesson Feedback Form**
  2. working collaboratively with the cooperating teacher to assess the student teacher's progress, both informally and formally using:
     + **Mid-term Progress Report**
     + **Student Teaching Final Evaluation**
  3. conducting two field seminars with student teachers. University supervisors will be responsible for reporting seminar topics to Office of Professional Educator Services.
  4. serving as an arbitrator between the student teacher and the cooperating teacher should difficulties/conflicts arise. (The Director of Professional Educator Services should be contacted as needed.)
  5. submitting the final grade electronically and the **Student Teacher Final Evaluation** (for each placement) to the Office of Professional Educator Services during the final week of the student teaching assignment.
  6. submitting the Student Teacher Performance Record at end of first placement/mid-term and second placement/final visit to the Office of Professional Educator Services