

Responsibilities of the University Supervisor

University supervisors are a liaison between the University of Florida and the cooperating schools. In addition to their liaison role, they are charged with the following responsibilities:

1. The university supervisor will work with the cooperating teacher and the teaching intern in planning, executing, and evaluating the teaching internship experience.
2. The university supervisor will make observation visits on at least two (preferably three) separate occasions. Each observation will be followed by a conference to evaluate progress, make constructive suggestions, and provide help as requested by the intern and/or cooperating teacher.
3. The university supervisor will act as a resource person for the intern. The supervisor should be contacted immediately when a problem or concern arises.
4. The university internship coordinator will determine the intern's final grade, taking into consideration the grade recommended by the cooperating teacher and the university supervisor.

Supervisory Visit by the University Supervisor

Expectations for the Teaching Interns

1. Have lesson (instructional) plans ready for review upon the university supervisor's arrival.
2. Complete a *Pre-observation Worksheet* and send it to your university supervisor at least three days before the visit and then schedule a phone call with your university supervisor to discuss the visit.
3. Be prepared to explain the objectives for the classes being taught the day of the visit.
4. Describe how the lesson objectives will be accomplished.
5. Prior to the arrival of the university supervisor, organize copies of each *Teaching Internship Weekly Evaluation Form* (one for each week of the internship that the intern has been teaching).
6. At the end of the day (or when appropriate), join the cooperating teacher and the university supervisor in a feedback conference concerning the day's lessons and activities.

Expectations for the Cooperating teacher

1. The cooperating teacher should formally observe the intern once per week and provide the intern with the evaluation form for them to post on Canvas.
2. During the first visit by the university supervisor, be present with the university supervisor in the classroom or laboratory to observe the intern teach.
3. Participate in the feedback conference with the teaching intern and the university supervisor at the conclusion of each university supervisor visit.
4. Share any concerns that might strengthen the intern's preparation program.

Expectations for the University Supervisor

1. Arrive at the cooperating department in time to participate in a pre-teaching conference and to adequately review the day's teaching plans with the intern prior to start of classes. Sign in at the school's main office.
2. Visit with the cooperating teacher to determine if there are areas in which they would like for you to focus your observations.
3. Visit with the intern to determine if any problems exist that you need to address.
4. Review the intern's *Pre Observation Worksheet* and lesson plan for classes you will observe. Have a phone conference with the intern before the visit.
5. Observe teaching with the intent of providing support and encouragement and as reinforcement of successful teaching patterns to the interns. Observe two classes (if applicable). Complete either a *Formative Assessment of Teaching* or a *Teaching Performance Review* observation form for at least one of the classes. Other observation forms may be used in addition to these forms.
6. Complete a Checklist of Overall Performance to document the intern's progress in all aspects of the internship.
7. Review all evaluations conducted by the cooperating teacher.
8. Guide the intern to complete the intern *Professional Growth Plan* to identify an area to be strengthened by the next visit.
9. Review *Internship Experience Plan* – check progress on experiences.
10. Conduct post-evaluation conferences with the intern and with their cooperating teacher. Be sure both are clear in your assessment of the intern's progress and recommendations for further growth. Provide intern with objective feedback on the current state of their instructional skills.
11. Provide copies of all forms to as part of the final portfolio assignment and retain copies of all evaluation forms for your records.