**University Supervisor Responsibilities**

_____ Contact the student teacher (ST) and cooperating teacher (CT) to set up an initial visit (within first week of each placement).

_____ Make an initial visit with CT to go over expectations and procedures for each placement.

_____ Complete Initial Observation Report and obtain signatures from CT and ST for each placement.

_____ Document initial observation(s) on Record of Visits.

_____ Collect Weekly Progress Reports for your records and assessment only.

_____ Review lesson plans used by ST.

_____ Contact ST and CT(s) to set up date for first class observation(s) with each placement.

_____ At first observation(s) (minimum of one hour) complete the Observation Report and obtain signatures from CT(s) and ST.

_____ Document observation(s) on Record of Visits.

_____ Contact ST and CT(s) to set up date for second observation with each placement.

_____ At second observation complete the Observation Report(s) obtain signatures from CT(s) and ST, and discuss final evaluation(s) of ST.

_____ Document observation(s) on Record of Visits.

_____ Sign the final ST evaluation and make sure that the original form is returned to Clinical Experiences in a timely manner, with a grade recorded for each placement.

_____ Complete a CT evaluation which is sent to you from Clinical Experiences.

_____ Send completed documentation to Clinical Experiences.

___ Initial Observation (one for each cooperating teacher)

___ First Observation

___ Second Observation

___ Record of Visits

___ Mileage Forms/Travel Log (dates no older than 45 days)