

## FERRIS STATE UNIVERSITY SUPERVISOR VISITATION GUIDELINES FOR STUDENT TEACHING

### **Policy/Procedure:**

1. University supervisors will assume all responsibilities according to the Student Teaching Guide.
2. Contact and schedule an initial meeting with the student teacher and on-site supervising teacher(s) within the first two weeks of the semester.
  - Discuss and review all requirements and expectations from the Directed/Experienced Teacher Review Requirements sheet.
  - Document this visit by submitting the yellow copy of the Directed/Experienced Teacher Review Requirements sheet.
3. For your reference, complete the University Supervisor Visitation Record. (Optional)
4. Plan three to four subsequent visits – more may be necessary.
5. Introduce yourself to the principal at the hosting school – please note this on a Report Form for Evaluating Student Teacher Performance.
6. Contact/meet with the on-site supervising teacher(s) each visit.
  - Discuss student's progress/performance – please note this on a Report Form for Evaluating Student Teacher Performance.
  - E-mail or phone calls may be necessary.
7. Complete a Report Form for Evaluating Student Teacher Performance each visit. Use either form appropriate for the activity during your observation, as well as attached documentation. After each visit:
  - Give the white copy to the student.
  - Send the yellow copy to Coordinator of Student Teacher Placement (envelopes are provided).
  - Retain the pink copy for your records.
8. Collect and evaluate all assignments according to the Directed/Experienced Teacher Review Requirement sheet and Student Teaching Guide.
  - Instructional notebooks (lesson plans...etc...) for each course
  - Journal entries/weekly summaries
  - Periodic evaluations (fifth week and tenth week)
  - Observation reports (three to five)
  - Case study (use evaluation criteria in the Student Teaching Guide)
  - Final evaluation (be sure it is signed by the student, on-site supervising teacher and you)
9. Be aware of the Substitute Teaching Policy for Student Teachers. Assess the student's eligibility.
  - After four weeks of successful student teaching, all parties may sign the Substitute Teaching Form.
  - The student teacher is responsible for recording all substituting days.
  - Both documents must be submitted at the end of the semester to Coordinator of Student Teacher Placement.
10. Assign grades by the semester due date. (See Student Teaching Evaluation Procedure in the Student Teaching Guide.)
  - Report final grade to Coordinator of Student Teacher Placement and Field Experience, Bishop Hall 417.
  - Provide a brief written final report that summarizes the student's performance (or may be summarized on the University Supervisor Visitation Record). Send your written final report, periodic and final evaluations to the Coordinator of Student Teacher Placement and Field Experience during the last week of the semester.