

WLC Teacher Candidate Supervisors - Wrapping up the Semester

Areas that all TC Supervisors need to address to finish the teacher candidacy semester as smooth as possible

1. Check and re-check each student's **file** to make certain they have completed all of their requirements. Check with EDU Admin. Assistant to see if anything on the student's office folder checklist needs to be completed. Any questions about coursework should be verified with registrar.
2. Make double and triple sure that the **Cooperating Teacher Verification Form** is completed for each CT (This for verifies the CTs qualifications and licensure).
3. Complete the Supervisor version of the **Evaluation of CT/Placement**.
4. Try hard to get in at least the **7-8 visits** per student teacher. (It is understood that in some cases it might only be 6 and in others, many more than 8!) Please be certain that those **observation write-ups** are dated and numbered. Hard copies of these are still kept in the student files. (This will continue for at least 2 more years.)
5. **Analysis of Teacher Candidate Forms** (mid-term and final) need to be completed by CTs and Teacher Candidates. Supervisors need only complete a final one for each placement. Place copies of each in candidate's file, but give the candidate copies as well.
6. **Journals** are to be reviewed for the entire semester as the visits are made or on a weekly basis. Students are to write an in-depth reflection of their entire semester as their last journal entry. (If they are not identifying areas of growth and possible areas for improvements, then as the supervisor, make them analyze a bit more. This should become a part of their PDP which they develop for the exit.)
NOTE: In the past students were to bring to the Exit Interview copies of their early, middle and later journal entries to demonstrate growth. They should still select those, BUT only need to show them to you and then include them in their own Stage 4 Portfolio, probably in Standard 9 or 10.
7. **Checklist of Basic Documentation** (different areas of "school life") should have been completed as you progressed through the semester or at your last meeting with them. A copy of that should be placed in their file.
8. **Grading:** Ask each CT (after explaining our grading scale) what grade s/he would assign the Teacher Candidate. Talk this through with CT and highlight strengths and weaknesses. However, the supervisor is the one who assigns the grade—just get input from the CT. Complete the **Grade Appraisal Form** for EACH placement. Don't worry about the credit allotments. The directors will take care of that.

EXIT WITH THE SUPERVISOR:

9. The **Goal Sheet** from teacher candidacy should be completed and filed during the exit interview with the supervisor. Discuss and provide feedback from working with the teacher candidate based on your observations over the past semester.
10. Share **Grade Appraisal** with the teacher candidate. Make a copy of it for the candidate if s/he wants one.
11. In the past students selected samples of journals, assessment, lesson plans, communication, instructional technology, etc., and placed these in their file. Instead they select, BUT place them where appropriate in their **PORTFOLIO, STAGE 4**. The TC supervisor is to review those samples as you review the portfolio with the teacher candidate.
12. **PDP, and Exit Questions** are to be completed for the exit meeting with the Directors. Make certain that they have the PDP and Exit Questions ready. Remind them of the **APPLICATION** for licensure and that it needs to be notarized **BEFORE** coming to meet with the Director of Certification/Licensure.
13. Clip the observation write-ups, evaluation forms, checklist, grade appraisal, and any other forms directly related to teacher candidacy into one bundle. Write a **COVER SHEET** summarizing the visits, growth in areas of teaching—knowledge, skills and dispositions—reflection insightfulness, portfolio, and particular gifts/strengths/ weaknesses, etc. Put this in "memo" format (one page) addressed to the Director of Teacher Education. This needs to be completed before the Directors can meet with the student. It is suggested that the exit meeting with the Directors occur the next day at the earliest.
14. Remember to complete items 15 to 20 pm the **Checklist For Completion of Teacher Education Program** (purple) in the student's file. Do not just "check" but initial each blank. The Directors takes care of the last 4.
15. **Remind all TEACHER CANDIDATES that they MUST have their Stage 4-To Completion Portfolio BURNED, LABELED, and ALL LINKS WORKING to the Director of Teacher Education within ONE WEEK after their EXIT INTERVIEW.**

EXIT WITH THE DIRECTORS AND CERTIFICATION PROCESS:

16. **PDP, Exit Questions, Evaluation of the CT/Placement:** The Directors verifies the last 4 items on the checklist and reviews the feedback on the two additional forms. The Directors may ask questions to clarify responses to the questions. The License Application is placed in the student's file. A WLC certificate is issued to the students if all items are in good order. The **Evaluation of the CT/Placement (Teacher Candidate version)** is completed during the Exit Interview.
17. **License Application:** Students must complete portions of the form that pertain to them. They must read the directions to determine if they need to have fingerprint cards completed. The form must be notarized – that can be done by individuals in the WLC business office or at any bank. The Director of Certification/Licensure takes care of this final form by checking one more time that requirements are met and the file is complete. The DLC then signs the form and sends it to the DPI.