

# **PROGRAM INFORMATION AND RESPONSIBILITIES OF STUDENT TEACHERS AND SUPERVISORS**

## **SELECTION AND PREPARATION OF CLASSROOM AND UNIVERSITY SUPERVISORS**

In partnership with school administrators, classroom teachers are recommended and approved to have candidates who are supervised by College of Education and Human Development (CEHD) faculty in their classrooms for teaching experiences prior to student teaching. CEHD faculty selects those school sites and individual classroom supervisors and cooperating teachers who will participate in the field experience activities of undergraduate teacher candidates. CEHD faculty who supervise teaching activities as part of their course requirements are trained in the First-Year Assessment process. A data base of classroom supervisors of student teachers is maintained in the Office of Field Experiences and Teacher Candidacy. Although the Board of Elementary and Secondary Education (BESE) has lowered the standards for certification of supervisors of student teachers, ULM continues to require that its supervisors hold state certification in student teacher supervision which mandates a Masters Degree, a course in Supervision of Student Teaching and five years of successful teaching in the certification area. In addition, supervisors are recruited who have First-Year Teacher Assessment training and who participate in professional development seminars conducted by the CEHD. Three newly designated National Board Certified teachers have also been selected as classroom supervisors. In addition, content area faculty from the College of Arts and Sciences provide co-supervision for secondary candidates during student teaching as well as content area instruction when candidates are enrolled in methods courses.

Prospective student teachers are provided with information relative to application procedures early in the semester immediately preceding student teaching.

After a thorough review of each application and the list of certified and qualified supervising teachers, the Coordinator of Field Experiences & Teacher Candidacy makes assignments. The Coordinator keeps in mind the following major considerations: geographical areas requested by applicants, grade level and/or subject areas requested, availability of certified supervising teachers, availability of transportation, and diverse populations of school sites.

When assignments have been completed, the Coordinator sends a formal assignment letter to the classroom supervisor, with a copy to the principal, and to the student. Students are instructed to arrange a meeting with their classroom supervisors and set up observations. Further, each student teacher is expected to provide the classroom supervisor with a copy of the "Biographical Data Form" included in the Appendix.

## **CRITERIA FOR CONSIDERATION OF REQUESTS TO DO STUDENT TEACHING OUTSIDE OUACHITA PARISH AND MONROE CITY SCHOOLS**

- Student must meet catalog requirements for student teaching.
- Student must have a 2.75 overall grade point average through junior year.
- Student must present a hardship case, including verification of circumstances.
- Secondary student shall not be assigned to school from which s/he has graduated.
- No student shall be placed under the supervision of a relative.
- Student teacher shall agree to pay mileage of university supervisor.
- Supervision shall be by regular ULM faculty from appropriate departments (i.e., Kinesiology major supervised by regular Kinesiology faculty member).