The University Supervisor

As the KU supervisor for our teacher candidates you will provide the most important link to our local school communities. Our teacher candidates and cooperating teachers will look to you for support during clinical experience assignments. Your expertise and experience will lend itself well to our teacher candidates as you help prepare the next generation of young professionals.

Primary Duties

The university supervisors support, guide and provide continuity for the KU pre-service teacher education program. All supervisors are faculty members in the College of Education, the College of Liberal Arts and Sciences, or the College of Visual and Performing Arts at Kutztown University, have basic education classroom experience and are certified in the area they supervise. The university supervisor acts as a liaison between the university and the cooperating school or agency. The supervisor communicates suggestions from the schools and agency to the Office of Clinical Experience and Outreach to facilitate the continuous improvement of the clinical experience program.
Observations and Evaluations

The university supervisor and the cooperating teacher collaborate regularly to observe critique, develop, and evaluate candidate’s skills. The university supervisor, as the professor of record for the clinical experience course, has the ultimate responsibility for assigning the letter grade for each of the clinical experience placements. However, frequent communication among the three partners is expected.

The university supervisor makes a minimum of three formal visits to the cooperating school to observe the teacher candidate at work in the classroom. These visits may be unannounced or a mix of announced and unannounced. During the observation/evaluation visits, the university supervisor will meet with the teacher candidate prior to the lesson (and if possible, the cooperating teacher) to discuss progress since the previous visit, observe and document the lesson, and evaluate the teacher candidate’s skills.

The university supervisor conducts a post-observation conference with the teacher candidate after an observed lesson. This conference could be a “two-way conference” between the university supervisor and the teacher candidate or a “three-way conference” with the university supervisor, cooperating teacher and the teacher candidate to allow reflection and self-evaluation. The supervisor will supply copies of the evaluation form to all conference participants after the lesson.

The university supervisor, in consultation with the cooperating teacher, has the sole responsibility for assigning the final grade for each clinical experience assignment. The supervisor builds his/her visitation schedule around the teaching schedule of his/her candidates’ weekly schedules that are submitted each Tuesday at the on-campus practicum.

The supervisor is also responsible for a weekly practicum on Tuesdays from 3:00–5:00 p.m., usually on the KU campus. Teacher candidates provide the next week’s teaching schedule at the beginning of practicum. The supervisor:

- Provides group leadership and guidance to the teacher candidate, seminars for the discussion of common problems and refining teaching skills and individual guidance for the teacher candidate.
- Meets the cooperating teachers as a group or as individuals.
- Suggests solutions for identified problems and follow-up on all messages concerning problems as soon as possible.
- Visits the teacher candidate and completes written observations during each half of the semester noting strengths and offering suggestions for improvement where appropriate.
- Conducts conferences with the teacher candidate and cooperating teacher immediately following, or as soon as possible following, all lessons observed.
• Confers with the cooperating teacher about the letter grade and evaluation report.
• Uses the PDE 430 form to evaluate the teacher candidate for each placement and submit the form to the Office of Clinical Experience and Outreach.

Withdrawal from Clinical Experience

The following procedure will be followed for any problem with the teacher candidate during his/her clinical experience:

• The university supervisor will contact the chair of the department and Director of Clinical Experience & Outreach and discuss the issue.
• The department chair will meet with the teacher candidate and the university supervisor. Prior to this meeting within the Department of Secondary Education, the chair will contact the VPA or LAS chair of the university supervisor to inform him/her of the meeting.
• The problem may be resolved at this stage.
• If the teacher candidate needs to be removed from this clinical experience, the Director of Clinical Experience and Outreach will be notified and will then notify the school of this decision.
• The Director of Clinical Experience and Outreach may find another placement for the teacher candidate when one or two weeks remain in the clinical experience assignment.

A teacher candidate may be removed from a placement for any of the following reasons:

• Behavior unacceptable to school district: If the behavior exhibited by the field participant is not acceptable to the school district, school district initiated process will be followed. Examples of such violations include, but are not limited to, criminal conduct and breaches of business organization, school district, or agency policy (e.g., confidentiality, safety, attendance, dual relationships).
• Behavior unacceptable to the University: If it is determined by the University Supervisor that the behavior exhibited by the participant is not acceptable to the University, the University initiated process will be followed.
• Unsatisfactory academic performance within a school district: If it is determined by either the Cooperating Teacher, the University Supervisor, or by the district administrator that the teaching competency of the student is at an unsatisfactory level, the University initiated process will be followed.

Initiation Process for Withdrawal, Reassignment and/or Termination

District Initiated: A request by the Cooperating Teacher and/or district administrator to terminate a student from a field assignment
will receive an immediate response. A thorough review of the events leading up to the request by the school district will determine whether or not remediation, withdrawal or termination is appropriate.

If the behavior exhibited by the field participant is not acceptable to the school district, school district decides unilaterally as to whether the student will be automatically terminated from that placement or further review will be given by the administrator in collaboration with the Cooperating Teacher, University Supervisor, and Director of Clinical Experience to determine the appropriate course of action. If the school district gives further review with the student and improvement is evidenced satisfactorily to the district, no further action will be taken by the district.

**Situational:** A student who withdraws from a placement citing extenuating circumstances that are beyond that student’s control, such as health or other personal reasons, may request future consideration.

**University Initiated:** If it is determined by the University supervisor that the competency of the student is at an unsatisfactory level performance (whether academic, professional, or behavior related), based on the competencies indicated on the appropriate evaluation form for whichever placement the student is participating in, or are not in the best interests of the students, a three-way conference of the cooperating professional, the University supervisor and the student will be held to discuss the concern, possible outcomes, and remedial strategies. This action will result in earnest attempts by the cooperating professional and the University Supervisor to assist the student with acknowledging problems and making corrections as documented in writing in the student observation reports.

**Director of Clinical Experience and Outreach**

The Director of Clinical Experience and Outreach is the University official who has the primary responsibility for supporting programs and departments in implementing the clinical field experience.

University Supervisors are expected to keep the Office of Clinical Experience and Outreach advised of any concerns in the field, either with students and/or cooperating teachers. An open line of communication should be maintained at all times.