

**California State University Northridge
Department of Elementary Education**

University Supervisor Checklist

This checklist is meant to assist you with your responsibilities as a University Supervisor. Place a checkmark in the column on the right when you have completed the described task.

Link to access the University Supervisor BOX: <https://mysun.box.com/v/eedusbox>

University Supervisor Fall 2019 Meeting Dates:

Friday, August 23rd from 1pm to 3pm in ED 3117

Tuesday, October 15th from 1pm to 2:30pm in ED 1214/16

Tuesday, December 10th from 12pm to 2pm in 1214/1216

Dates	ST Week	Task	✓
8/26-9/6	Prior to Early Field Experience (EFE)	<u>Student Teaching Assignment Lists</u> will be emailed. Notify your student teachers of their placement information. Arrange a meeting for the following week.	
		Contact the principal(s) and Mentor Teachers and introduce yourself. Arrange a meeting with your Mentor Teachers for the following week.	
9/2-9/13	Prior to EFE or Week 1 EFE	Meet with your student teachers to explain student teaching policies and procedures, share your contact information, inquire about their previous teaching experience, etc.	
		Meet with your Mentor Teachers to explain student teaching policies and procedures, share your contact information, etc.	
9/9-9/13	Week 1 EFE	Host a Welcome Orientation and tour of your school with the principal, assistant principal or available staff member. Students should visit their classrooms and stay for observations. If you have any concerns, contact the Field Experience Office.	
		Become familiar with your school(s) and classroom schedule.	
9/16-9/20	Week 2 EFE	Collect classroom data and any other missing information (emails, room numbers, etc.) for your Student Teaching Assignment List.	
		Encourage student teachers to occasionally coordinate observations in other classrooms until their takeover week(s).	
		Sign <u>Early Field Experience (EFE) Logs</u> and ask student teachers to submit them.	
9/23-9/27	Student Teaching (ST) Week 1	<u>Student Teaching Assignment List</u> due to the Field Experience Office by 9/27.	
9/23-10/4	ST Week 1 or ST Week 2	Student Teaching Lesson Observation #1: Observe entire lesson, then provide verbal and written feedback to the students (using the department's Lesson Observation Form).	
		Check for the following during your observation: <input type="checkbox"/> Lesson Plan for the lesson you are observing <input type="checkbox"/> Classroom Map with a Seating Chart indicating ELD (with levels)/Special Needs/GATE students, etc. <input type="checkbox"/> Detailed planbook (with student led lesson/activities highlighted) <input type="checkbox"/> Reflective Journal (based on your requirements) <input type="checkbox"/> Student Teaching Binder containing all lessons taught (with completed reflections)	
		Meet with the Mentor Teacher to discuss student teacher progress, any concerns, etc. If Mentor teacher is unavailable, follow up via email or phone.	
10/7-10/11	ST Week 3	Student Teaching Lesson Observation #2: Observe entire lesson, then provide verbal and written feedback to the students (using the department's Lesson Observation Form).	
		Check for the following during your observation: <input type="checkbox"/> Lesson Plan for the lesson you are observing <input type="checkbox"/> Classroom Map with a Seating Chart indicating ELD (with levels)/Special Needs/GATE students, etc. <input type="checkbox"/> Detailed planbook (with student led lesson/activities highlighted) <input type="checkbox"/> Reflective Journal (based on your requirements) <input type="checkbox"/> Student Teaching Binder containing all lessons taught (with completed reflections)	
		Meet with the Mentor Teacher to discuss student teacher progress, any concerns, etc. If Mentor teacher is unavailable, follow up via email or phone.	
		Report any concerns about your student teacher or any other challenges to the Field Experience Office Director. If required, schedule additional lesson observations.	

Dates	ST Week	Task	✓
10/14-10/25	ST Week 4 or ST Week 5	Student Teaching Lesson Observation #3: Observe entire lesson, then provide verbal and written feedback to the students (using the department's Lesson Observation Form).	
		Check for the following during your observation: <ul style="list-style-type: none"> <input type="checkbox"/> Lesson Plan for the lesson you are observing <input type="checkbox"/> Classroom Map with a Seating Chart indicating ELD (with levels)/Special Needs/GATE students, etc. <input type="checkbox"/> Detailed planbook (with student led lesson/activities highlighted) <input type="checkbox"/> Reflective Journal (based on your requirements) <input type="checkbox"/> Student Teaching Binder containing all lessons taught (with completed reflections) 	
		Meet with the Mentor Teacher to discuss student teacher progress, any concerns, etc. If Mentor teacher is unavailable, follow up via email or phone.	
		Encourage student teachers to arrange observations in other classrooms, until they begin their takeover week(s).	
10/28-11/1	ST Week 6	Complete your <u>midpoint Student Teacher Evaluations</u> . Meet and discuss your evaluation with the student teacher.	
		Check in with the Mentor Teachers about the midpoint <u>Student Teacher Evaluations</u> and assist with any questions.	
		Based on the developmental level of the student teacher, you and the mentor teacher may approve the writing of brief lesson plans for subjects previously taught.	
10/28-11/8	ST Week 6 or ST Week 7	Student Teaching Lesson Observation #4: Observe entire lesson, then provide verbal and written feedback to the students (using the department's Lesson Observation Form).	
		Check for the following during your observation: <ul style="list-style-type: none"> <input type="checkbox"/> Lesson Plan for the lesson you are observing <input type="checkbox"/> Classroom Map with a Seating Chart indicating ELD (with levels)/Special Needs/GATE students, etc. <input type="checkbox"/> Detailed planbook (with student led lesson/activities highlighted) <input type="checkbox"/> Reflective Journal (based on your requirements) <input type="checkbox"/> Student Teaching Binder containing all lessons taught (with completed reflections) 	
		Meet with the Mentor Teacher to discuss student teacher progress, any concerns, etc. If Mentor teacher is unavailable, follow up via email or phone.	
		Report any concerns about your student teacher or any other challenges to the Field Experience Office Director. If required, schedule additional lesson observations.	
11/11-11/22	ST Week 8 or ST Week 9	Student Teaching Lesson Observation #5: Observe entire lesson, then provide verbal and written feedback to the students (using the department's Lesson Observation Form).	
		Check for the following during your observation: <ul style="list-style-type: none"> <input type="checkbox"/> Lesson Plan for the lesson you are observing <input type="checkbox"/> Classroom Map with a Seating Chart indicating ELD (with levels)/Special Needs/GATE students, etc. <input type="checkbox"/> Detailed planbook (with student led lesson/activities highlighted) <input type="checkbox"/> Reflective Journal (based on your requirements) <input type="checkbox"/> Student Teaching Binder containing all lessons taught (with completed reflections) 	
		Meet with the Mentor Teacher to discuss student teacher progress, any concerns, etc. If Mentor teacher is unavailable, follow up via email or phone.	
12/2-12/6	ST Week 10	Student Teaching Lesson Observation #6: Observe entire lesson, then provide verbal and written feedback to the students (using the department's Lesson Observation Form).	
		Check for the following during your observation: <ul style="list-style-type: none"> <input type="checkbox"/> Lesson Plan for the lesson you are observing <input type="checkbox"/> Classroom Map with a Seating Chart indicating ELD (with levels)/Special Needs/GATE students, etc. <input type="checkbox"/> Detailed planbook (with student led lesson/activities highlighted) <input type="checkbox"/> Reflective Journal (based on your requirements) <input type="checkbox"/> Student Teaching Binder containing all lessons taught (with completed reflections) 	
		Meet with the Mentor Teacher to discuss student teacher progress, any concerns, etc. If Mentor teacher is unavailable, follow up via email or phone.	
12/9-12/13		Complete your <u>final Student Teacher Evaluations</u> . Meet and discuss your evaluation with the student teacher.	
		Check in with the Mentor Teachers about the final evaluation and assist with any questions.	

To contact the Field Experience Office:

Field Experience Office: elemst@csun.edu or 818-677-3183

Field Experience Office Coordinator: Kelly Riese kelly.riese@csun.edu or 818-677-2574

Field Experience Office Director: Renee Ziolkowska renee.ziolkowska@csun.edu or 818-677-7393