

The Role of the Warren Wilson College Supervisor

Typically the assigned Warren Wilson College faculty member will visit weekly, sometimes to formally observe your teaching and other times to check on your general progress. You should expect at least two formal observations before you assume primary responsibility for the classroom. At that point your cooperating teacher and your college supervisor will have a conference and give you an evaluation of your performance to date. There will be at least two additional formal observations following that evaluation conference. Your final evaluation will also involve both the college supervisor and your cooperating teacher. A schedule of expected visits and meetings will be created, but this is meant to be flexible, especially for your cooperating teacher.

Please note that other members of the Education department are likely to arrange to observe your teaching. If you are pursuing a secondary license, you will be observed by at least one member of your academic-major department and/or a member of the Teacher Education Committee.

Your college supervisor is your advocate, and she will help you respond to any concerns of the cooperating teacher or school administrators. The education faculty, as a team, works hard to maintain good communication with teachers and principals. Through these contacts, we learn about our program and what we are doing successfully, as well as what we need to pursue further in our preparation of excellent new teachers.

Observations. Observations of your teaching will be arranged and scheduled during the previous week's student teaching seminar, or as necessary by e-mail or phone. There will be no surprises or unannounced visits. Visits will be arranged so that the supervisor sees different lessons or class periods over the course of the weeks. As a student teacher, you should be sure that all dimensions of your teaching have been fully observed. **Remember** that a lot of written feedback is going to be provided, as well as dialogue following the observation (sometimes by phone call). During an observation, a student teacher should not panic just because the supervisor is writing something down!

Elementary observations average 45 minutes or so, covering a "full lesson." In early weeks this may be shorter – time to observe what the student teacher has taken over in running the class. Local secondary schools are on 90 minute block schedules. Observations might not include the full class period in the beginning of the year (if student teacher has only take on a portion of a given day's lesson), but otherwise observations are for the full class period.

Student teachers who are having difficulty will have additional observations scheduled, and the length of time observing will be extended.

Student Teacher responsibilities in preparation for an observation. All materials must be ready when the supervisor arrives.

- Lesson plans and accompanying materials should be in duplicate so that the supervisor can review without causing a problem for the teaching that is going on
- The top section of the observation form should be completed

- Reflections and other communication materials in the handbook should be up to date and organized for the supervisor's review

What to expect from your college supervisor during an observation.

- A positive and supportive demeanor toward you and your classroom and school
- Thoughtful notes on the observation form
- No interventions during your teaching (unless there is a medical emergency)

Responsibilities after an observation.

- Written forms will be distributed to the student teacher (white) and cooperating teacher (yellow)
- Pink observation sheets (from the triplicate) go into student teacher's fieldwork file
- Discussion of the observation, depending on the circumstances, will include the cooperating teacher. During a student teacher's primary responsibility for the classroom, it may be necessary for follow-up discussions to take place in the evening and/or by telephone.

Grading Responsibilities. The college supervisor determines the student teacher's final grade. The cooperating teacher creates a final evaluation document that may serve as a letter of reference. If there are significant evaluation discrepancies between the college supervisor and the cooperating teacher, the Teacher Education Committee may be asked to resolve the differences.