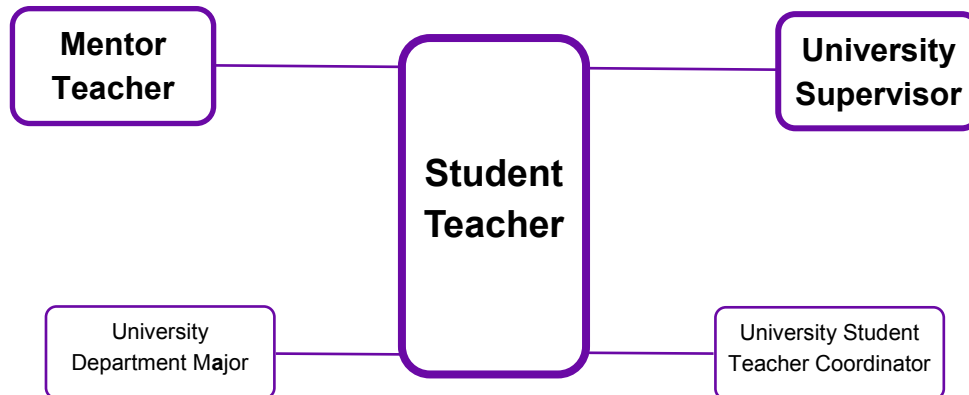


Who Does What?

Summary



Responsibilities/Activities Summary:

Mentor Teacher- observe/communicate on a daily basis the performance of the student teacher; give feedback to student teacher and keep supervisor updated as to student teacher progress; provide suggestions/ideas for improvement; complete disposition form (4th week), midterm evaluation and final evaluation forms; identify resources as needed/available and provide guidance for successful professional experiences.

University Supervisor- facilitate the placement for the student teacher experience; organize/facilitate 3 local student teacher seminars per semester; visit each student teacher 3 plus times; communicate weekly with student teachers/mentor teachers; problem solve student teacher concerns/issues; provide guidance to student teachers; communicate with the school district central office as well as building administration; and provide orientation information for the mentor teacher.

University Teacher Coordinator- coordinate/supervise the student teaching program; provide assistance to supervisors, student teachers and mentor teachers as requested/identified; plan/organize return to campus seminar; problem solve student teaching concerns; organize administrative paperwork for the program; and facilitate communication between all participants.

Major Department- provide resources as requested/available to the student teacher; faculty assistance as requested from student teacher/supervisor; and forward feedback/input to the student teaching coordinator/supervisors for program improvement. (Some department faculty members visit/observe student teachers in their majors.)