Supervision Remediation—Start early!

Supervisors have intern records before EDTC 3004 begins. Students without jobs may participate in the course during August.

Supervisors meet with students on the first day of EDTC 3004

Interns complete online intern and mentor schedules by class 2.

Staff forwards intern/mentor schedules to Supervisors. Supervisors will be paid monthly based on the number of interns.

Principal letters sent by TC staff, identifying ACC interns, expectations, and contact information.

Initial visit to campus: check to see that the intern has access to resources, has been assigned a mentor. If school has started, complete the walk-through observation online. Meet with the principal and mentor and leave your calling card each time you visit cam-

RED FLAGS!

- Blame placed on students or administration.
- Administration not supportive.
- Mentor assistance is minimal or no mentor assigned.
- Campus disciplinary policy is not enforced.
- Minimal signs of student learning and compliance .

Follow through on TIP within 2 weeks, documenting progress or lack of progress. Students must attend classes and meet with supervisors (who attend each classroom meeting).

Pick up any materials from the main office mailboxes.

Check with mentors for questions regarding intern responsibilities.

If necessary, Director or Coordinator will address TIP deadlines and communicate with school administration.

While students take EDTC 3004, Coordinator will check for behavior plan tied to lesson plan , TIP and mentor payment documents, Mentor Observation Reflection and Mentor Walkthrough, and Success Story.

Probationary letters will be sent by Coordinator to intern and supervisors. Interns not completing requirements or not fulfilling professional responsibilities will be dismissed from the program or put on a leave of absence.

Questions and Problems?
Collaboration with Coordinator

Alert office staff with any concerns immediately. Start a TIP (Teacher Improvement Plan) immediately online and send to staff and intern. Document intern signature by email, if needed. Give specific advice and expect improvement within a short time period. Return to document improvements or lack of intern action.

Contact Coordinator and Director ASAP with concerns and TIP.

Meet with mentor or email for suggestions.
Anecdotal notes are available; however, they are not required and do not substitute for the required online forms.

- Supervisor fall observation of intern using simulated PDAS (I-IV only). ALERT STAFF ABOUT PROBLEMS.
- Submit Fall Supervisor Contract/Invoice for each student. Electronic submission encouraged.
- If interns need more than 2 visits, please contact Coordinator or Director for intervention.

Interns:
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3.
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11.

Submit Spring Supervisor Contract/Invoice when the supervision is completed.

Submit Intern Recommendation form. If there are problems, review the TIPs to detail needed completion by intern for possible certification.
Complete TCP Supervisor Survey online, evaluating and debriefing the year's successes and failures. We will plan a short debriefing session in early May.

Attend the Cohort Graduation ceremony, usually by May 15.

Thank you for a job well done!

Visit intern twice during the second semester using the online supervisor visit form and then the entire PDAS observation. Submit forms to office staff electronically.

Clinical teachers must be videotaped during the semester. Check out camera from office and return. **Office staff will download and document videotape in intern file.**