

University Supervisor Calendar of Events

2024-2025 Academic Year

August

- ETSU University Supervisor Training, Tuesday, August 20, 2024: 9:00- 4:00, Warf Pickel Hall, Room 315
- Candidate and Supervisor Meet and Greet, Thursday, August 22, 2024: 2:00-3:00, Zoom Meeting, <https://etsu.zoom.us/j/86430754489?pwd=Xg84tpNPu0Di9gS1acxJpi0phOAlr4.1&from=addon>

September

- Monthly Supervisor Meeting, Thursday, September 5, 2024: 1:00-3:00, Warf-Pickel Hall, Room 515

October

- Monthly Supervisor Meeting, Thursday, October 3, 2024: 1:00-3:00, Warf-Pickel Hall, Room 515

November

- Monthly Supervisor Meeting, Thursday, November 7, 2024: 1:00-3:00, Warf-Pickel Hall, Room 515

December

- Monthly Supervisor Meeting, Thursday, December 5, 2024: 1:00-3:00, Warf-Pickel Hall, Room 515
- Residency II Virtual Meeting, Thursday, December 5, 2024: 3:30-5:00, Zoom Meeting, <https://etsu.zoom.us/j/89121276066?pwd=Xb2TOCSPHyjftXQgsrB1v1w2lWna9.1&from=addon>

January

- Monthly Supervisor Meeting, Thursday, January 9, 2025: 1:00-2:00, Zoom Meeting, <https://etsu.zoom.us/j/81283125113?pwd=BWAvXLTmnWnrfJb8bj714Bdpc0Z9x.1&from=addon>

February

- Monthly Supervisor Meeting, Thursday, February 6, 2025, 1:00-3:00, Warf-Pickel Hall, Room 207

March

- Monthly Supervisor Meeting, Thursday, March 6, 2025, 1:00-3:00, Warf-Pickel Hall, Room 207
- Graduation and Certification Meeting, Thursday, March 6, 2025, 3:30-4:30 (Optional Zoom meeting) <https://etsu.zoom.us/j/84098985602?pwd=fIDoHYZ3JpjdLyXOqlMtzmdmaaPSja.1&from=addon>

April

- Monthly Supervisor Meeting, Thursday, April 3, 2025, 1:00-3:00, Warf-Pickel Hall, Room 207

May

- Monthly Supervisor Meeting, Thursday, May 1, 2025, 1:00-3:00, Warf-Pickel Hall, Room 207
- Sevierville Cohort Pinning Ceremony, Tuesday, May 6, 2025, 6:00pm. Sevierville Campus Location
- Main Campus Pinning Ceremony, Thursday, May 8, 2025, 6:00pm, Martha Street Auditorium, DP Culp Center
- Graduation, May 10, 2025

Recommendations for University Supervisors

Residency I

August

Pre-residency Background Information

- Candidates have been instructed to be actively engaged within the classroom while focusing on classroom management strategies and building relationships with the classroom students and mentor teacher. The Co-teaching strategies that were recommended were *One Teach-One Observe*, *One Teach-One Assist*.

Initial Visit with Candidate and Mentor Teacher

(Mentor teachers have been asked to complete a Residency Candidate Performance Checklist during the last week of Pre-residency, and the mentor teacher will give this to the University Supervisor during the initial visit. University Supervisors can use this information regarding the candidates' performance to set goals with the candidate and determine next steps. This document will be hand delivered to you during the initial meeting since supervisors do not have access to SL&L by Watermark during Pre-residency.)

- **August 26- September 6:** University Supervisors should set up initial visit with each candidate and their mentor teacher **during the first two weeks of the fall semester.**
 - Option 1: Meet with each candidate and mentor in person or zoom
 - Option 2: Meet with all candidates and mentors at each school at one time in person or zoom
 - Option 3: Meet with all candidates and mentors in one meeting over zoom
 - Set up Informal Teaching Observation for September
 - Obtain a copy of candidate's schedule for Residency I
 - Review Forms and requirements that need to be met
 - Candidates enter and mentors approve hours in Watermark
 - Complete Candidate Performance Checklist (candidates will upload in SL&L)
 - Complete Candidate and Mentor Reflection Summary (candidates will upload in SL&L)

September

- Check in with Candidates Weekly or Bi-Weekly via email
- Complete Informal Teaching Observation located in SL&L by Watermark
 - Reflective Conversation with Candidate after observation
 - Check in with mentor teacher briefly after observation or next day via email.
- Review attendance in SL&L by Watermark to ensure candidate is entering hours and mentors are approving. (Under notes student should only need to list arrival and departure time.) Notify candidate and/or mentor if this is not happening.
- Complete ***Candidate Performance Overview*** for the month of September using the Informal Teaching Observation and documents completed by mentor teacher (*Candidate and Mentor Reflective Discussion Summary and Residency Candidate Performance Checklist*) (Should be completed before October's Supervisor Meeting.)

October

- Check in with Candidates Weekly or Bi-Weekly via email
- Complete Lesson Plan Evaluation
- Complete TEAM Observation
 - Reflective Conversation with Candidate after observation

- Check in with mentor teacher briefly after observation or next day via email.
- Review attendance in SL&L by Watermark to ensure candidate is entering hours and mentors are approving. (Under notes student should only need to list arrival and departure time.) Notify candidate and/or mentor if this is not happening.
- Complete ***Candidate Performance Overview*** for the month of October using the TEAM Observation and documents completed by mentor teacher (*Candidate and Mentor Reflective Discussion Summary and Residency Candidate Performance Checklist*) (Should be completed before November's Supervisor Meeting.)

November

- Check in with Candidates Weekly or Bi-Weekly via email
- Complete Informal Teaching Observation located in SL&L by Watermark
 - Reflective Conversation with Candidate after observation
 - Check in with mentor teacher briefly after observation or next day via email.
- Review attendance in SL&L by Watermark to ensure candidate is entering hours and mentors are approving. (Under notes student should only need to list arrival and departure time.) Notify candidate and/or mentor if this is not happening.
- Complete ***Candidate Performance Overview*** for the month of November using the Informal Teaching Observation and documents completed by mentor teacher (*Candidate and Mentor Reflective Discussion Summary and Residency Candidate Performance Checklist*) (Should be completed before December's Supervisor Meeting.)

December

- Complete EDA located in SL&L by Watermark, using mentor teacher input on Candidate Performance Checklist
- Review attendance in SL&L by Watermark to ensure candidate to ensure all hours have been entered and approved (Under notes student should only need to list arrival and departure time.)
- **Review SL&L by Watermark and ensure all requirements are completed before a final grade is issued.**

Residency II

January

- Check in with Candidates Weekly via email
- Complete Informal Teaching Observation
 - Reflective Conversation with Candidate after observation
 - Check in with mentor teacher briefly after observation or next day via email.
- Review attendance in SL&L by Watermark to ensure candidate is entering hours and mentors are approving. (Under notes student should only need to list arrival and departure time.) Notify candidate and/or mentor if this is not happening.
- Complete ***Candidate Performance Overview*** for the month of January using the Informal Teaching Observation and documents completed by mentor teacher (*Candidate and Mentor Reflective Discussion Summary and Residency Candidate Performance Checklist*) (Should be completed before February's Supervisor Meeting.)

February

- Check in with Candidates Weekly via email
- Complete Lesson Plan Evaluation
- Complete TEAM Observation
 - Reflective Conversation with Candidate after observation
 - Check in with mentor teacher briefly after observation or next day via email.

- Review attendance in SL&L by Watermark to ensure candidate is entering hours and mentors are approving. (Under notes student should only need to list arrival and departure time.) Notify candidate and/or mentor if this is not happening.
- Complete ***Candidate Performance Overview*** for the month of February using the TEAM Observation and documents completed by mentor teacher (*Candidate and Mentor Reflective Discussion Summary and Residency Candidate Performance Checklist*) (Should be completed before March's Supervisor Meeting.)

March

- Switch Date: March 3, 2024
- Check in with Candidates Weekly via email
- Supervisors should make initial contact with 2nd placement mentor teachers during the first week or two that students are with their 2nd placement mentor.
 - Option 1: Meet with each candidate and mentor in person or zoom
 - Option 2: Meet with all candidates and mentors at each school at one time in person or zoom
 - Option 3: Meet with all candidates and mentors in one meeting over zoom
 - Set up Informal Teaching Observation for April
 - Review Forms and requirements that need to be met
 - Candidates enter and mentors approve hours in Watermark
 - Complete Candidate Performance Checklist (candidates will upload in SL&L)
 - Complete Candidate and Mentor Reflection Discussion Summary (One time only during March) (candidates will upload in SL&L)
- Supervisors should make contact with 1st placement mentor teacher for final review of candidate's performance and professionalism via zoom or email.
- Review attendance in SL&L by Watermark to ensure candidate is entering hours and mentors are approving. (Under notes student should only need to list arrival and departure time.) Notify candidate and/or mentor if this is not happening.
- Complete ***Candidate Performance Overview*** for the month of March using documents completed by mentor teacher (*Candidate and Mentor Reflective Discussion Summary and Residency Candidate Performance Checklist*) (Should be completed before April's Supervisor Meeting.)

April

- Check in with Candidates Weekly via email
- Complete Informal Teaching Observation
 - Reflective Conversation with Candidate after observation
 - Check in with mentor teacher briefly after observation or next day via email.
- Review attendance in SL&L by Watermark to ensure candidate is entering hours and mentors are approving. (Under notes student should only need to list arrival and departure time.) Notify candidate and/or mentor if this is not happening.
- Complete ***Candidate Performance Overview*** for the month of April using the Informal Teaching Observation and documents completed by mentor teacher (*Candidate and Mentor Reflective Discussion Summary and Residency Candidate Performance Checklist*) (Should be completed before May's Supervisor Meeting.)

May

- Complete EDA located in SL&L by Watermark, using mentor teacher input on Candidate Performance Checklist
- Review attendance in SL&L by Watermark to ensure candidate to ensure all hours have been entered and approved (Under notes student should only need to list arrival and departure time.)
- **Review SL&L by Watermark and ensure all requirements are completed before a final grade is issued.**
- Complete Survey on each mentor teacher you have worked with this year. (An email will be sent with a link)

