

Information for Supervising Teachers

EDU 200 *Introduction to Teaching as a Profession*

Each student is required to complete 40 hours of field experience in EDU 200. The purpose of the field placement is to provide students with an opportunity to interact in classroom settings with elementary school students (grades K-5), middle school students (grades 6-8), or high school students (grades 9-12), or other special student populations, and with classroom teachers. More importantly, the field placement will allow the student to experience the world of the classroom teacher in a number of grade levels and with a variety of student learners. It is hoped that this experience will enable the student to make a professional commitment to the field of teaching.

Supervising Teacher Responsibilities

Before:

- Review the JSRCC Field Experience Manual for general information regarding field experiences.
- Meet with P-TEP student prior to the first observation. The P-TEP student should contact the supervising teacher via phone and/or email to arrange the day and time for the first visit.
- The first meeting should include a discussion of a tentative schedule for visits and the completion of logistical and administrative matters related to experience.
- Review classroom expectations with the P-TEP student.

During:

- Introduce the P-TEP student to your class(es) and explain his/her purpose for being there. Entertain questions if possible.
- Provide background information to the P-TEP student regarding lessons, teaching strategies, etc. as they present themselves.
- Provide an area in the classroom for the P-TEP student.
- Model appropriate teaching techniques.
- P-TEP students at this level do not have the background necessary to teach. Some suggested activities, with your approval, include:
 - grading objective assignments
 - discussing lesson planning and classroom management
 - working with students 1:1
 - working with students in small groups
 - assisting you with logistical tasks
 - monitor student learning during instruction
 - assist students with projects

- Do not leave the P-TEP student unsupervised with students.
- A P-TEP student should never be asked to serve as a substitute teacher during his/her placement.
- If schedules permit, include the P-TEP student in team, grade level or department meetings as well as school-wide committee/faculty meetings.
- If the P-TEP student misses a scheduled classroom session, it would be appreciated if you can work with candidate to arrange a makeup time. However, if the candidate is being irresponsible, you are under no obligation to do so.
- Should you have any questions or concerns, please contact the P-TEP student's professor or the Center for Teacher Education (sreese@reynolds.edu or 804-523-5543).
- Initial the P-TEP student's Field Experience Log daily to verify his/her hours.

After:

- Please submit the Field Experience Supervising Teacher Evaluation (ST1) at the completion of the placement.
- Sign the Field Experience Log upon completion of the experience.

Thank you in advance for agreeing to share your skills and knowledge with a future teacher. Please do not hesitate to contact us with any questions.

Sincerely,



Eric Barna, Ph. D.
Coordinator

Professor Contact Information:

Name: _____

Email: _____

Phone: _____