



Field Supervision Policy Policy & Procedures Spring 2018

Overview: In order to have a more cohesive communication strategy, The School of Education will be implementing a new procedure for Field Supervisors that will begin for placements in Winter 2019.

Rationale: The School of Education is improving systems to better communicate with building administrators and more efficiently monitor teacher candidates while in field experiences.

Procedure:

1. Field Supervisors will log on to the Student Teaching Application Database (STAD) after the Student Teaching of EFC 330 **clearance** deadline.
2. Field Supervisors will look at students who have requested their area, making sure that they have the correct number of students to supervise.
3. Once the field supervisor has the correct number of students to supervise and has made sure that all of their students are cleared through the STAD they can initiate placements with local area schools.
4. Field Supervisors should update the shared Student Teaching and EFC 330 spreadsheet with student name, student ID number, school and mentor teacher they will be placed with.
5. After the field supervisors have found placements they will notify Amy Meyers (Westside), Crystal Weddington (Eastside) and Caitlin Morrison that placements have been found with an email, if the spreadsheet has been updated the email just needs to indicate that they are finished and have updated the spreadsheet, no student specific information needs to be included.
6. If there has been any change to student clearance after the coursework check (see attached calendar), the School of Education will communicate that the field supervisors.
7. Once all placements have been found and contracts have been updated Crystal and Amy will send out emails to building principals communicating the students that will be in their building for EFC 330, Student Teaching and other program field experiences.