



PRACTICUM SUPERVISOR CHECKLIST FOR FALL 2023

Important dates/deadlines:

EDAD 5156

Checklist:

- Completion of online supervisor training as coordinated with Program Chair Educational Administration
- Completion of Initial Contact/Training form through Dynamic Forms
- Weekly emails with student including review of their log & reflections with feedback
- Supervisor Log filled out showing all contact with each student and their site supervisor including email, phone calls and visits (one log that with all of your student contacts).
- Review student's Practicum Proposal in the first week of the semester to be aware of what they plan to complete concerning administrative actions (this document is only an initial plan that will be augmented as the semester progresses)
- Observation 1 completed through Dynamic Forms
- Observation 2 completed through Dynamic Forms
- Observation 3 completed through Dynamic Forms
- Supervisor Final Evaluation/Recommendation completed through Dynamic Forms
- Supervisor Input form sent to the course professor

Remember:

1. You must have completed the online training for supervisors as coordinated by Dr. Lori Einfalt before you may supervise the student.
2. You must use the forms provided for the observations and final evaluation. Forms will be sent directly to you through Dynamic Forms.
3. Each observation should be at least 45 minutes and the three observations must total at least 135 minutes per TEA rules and include both a pre-conference and post-conference which will be documented on the observation form.
4. The post-conference must be completed synchronously with the practicum student.
5. One observation must occur during each third of the practicum (see student dates below).

6. You will receive copies of all forms from Dynamic Forms. The student is responsible for submitting all forms to the university via the Blackboard portal, but you should keep a backup copy for your records. You can log into Dynamic Forms at any time and see the status of each form and download completed documents.
7. You must communicate each week during the practicum with the student via email, phone or face-to-face (in-person or virtual).
8. You must fill out the Supervisor Log with all student contacts and their site supervisor including all emails, phone calls and visits.

Student Dates

- August 8 – Orientation for Fall 2023 practicum
- August 13 – First weekly log and reflections emailed to field supervisor
- August 26 – Initial Contact/Training Form with all 3 signatures submitted online
- August 31 – Cumulative monthly log and reflections uploaded online to the course professor
- September 16 – first observation completed (completed between 8/11 & 9/13) with supervisor and submitted online
- September 30 – Cumulative (August through the end of September) monthly log and reflections uploaded online to the course professor
- October 28 – second observation (completed between 9/16 & 10/24) completed with supervisor and submitted online
- October 31 – Cumulative (August through the end of October) monthly log and reflections uploaded online to the course professor
- November 30 - Cumulative (August through the end of November) monthly log and reflections uploaded online to the course professor
- December 1 – Mock Interview Reflection & Reflection Summaries/Final Synthesis of each of the eleven Competencies uploaded online
- December 8 – third observation (completed between 10/27 & 12/8) completed with supervisor and submitted online
- December 9 – Supervisor final evaluation with all 3 signatures uploaded online
- December 9 – Signed [Dynamic Forms form and Log Sheet and Reflections, i.e. 3 items to upload] final cumulative (August 9 – December 3) log and reflections uploaded online
- December 9 – Fall Commencement Ceremony
- December 15 – Practicum Ends
- December 18 – Semester Officially Ends