



## **PRACTICUM SUPERVISOR CHECKLIST FOR FALL 2020**

### **Important dates/deadlines:**

#### **EDAD 5156**

#### **Checklist:**

- Completion of supervisor video training as coordinated with Program Chair Educational Administration
- Completion of Initial Contact/Training form through DocuSign
- Weekly e-mails 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 DocuSign
- Observation 2 completed through DocuSign
- Observation 3 completed through DocuSign
- Supervisor Final Evaluation/Recommendation completed through DocuSign by 12/6
- Supervisor Input form sent to the course professor

#### **Remember:**

1. You must have completed the online training for supervisors as coordinated by the Dr. Greg Jones 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 DocuSign.
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 DocuSign. 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.
7. You must communicate each week during the practicum with the student via e-mail, 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 24 – Start of Fall 2019 practicum
- August 28 – Submit Log & Reflections from internship work done in EDAD 5155.
- August 30 – First weekly log and reflections emailed to field supervisor
- September 12 – Initial Contact/Training Form with all 3 signatures submitted online
- September 30 – Cumulative monthly log and reflections uploaded online to the course professor
- September 26 – first observation completed (completed between 8/24 & 9/25) with supervisor and submitted online
- October 31 – second observation (completed between 9/26 & 10/30) 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 of each of the five Standards uploaded online
- December 5 – third observation (completed between 10/31 & 12/4) completed with supervisor and submitted online
- December 5 – Fall commencement ceremony
- December 6 – *Supervisor final evaluation completed, signed, & given to student*
- December 7 – Supervisor final evaluation with all 3 signatures uploaded online
- December 7 – Signed final cumulative (August through December 7) log and reflections uploaded online
- December 13 – Practicum ends
- December 13 – Semester officially ends