



UNIVERSITY OF
TEXAS
ARLINGTON

COLLEGE OF EDUCATION

Handbook for UTA Field Supervisors 2020-2021 Academic Year

Department of Curriculum and
Instruction

NCATE

The Standard of Excellence
in Teacher Preparation

TEA
Texas Education Agency®

SACS  **COC¹**™

Welcome

Thank You for your participation in the process of educating our teacher candidates here at The University of Texas at Arlington! Your role as a supervising teacher is critical to the success of our future teachers! This handbook is designed to clarify your roles to meet the state and university responsibilities as a supervising teacher. Please use this information along with the UTA Clinical Teacher Handbook and syllabus as a guide for a successful semester as a supervising teacher at UTA.

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Dates to Remember

Fall 2020	Spring 2021
<p>Early Field Experience Placement Dates (EFS I): <i>(placement 1)</i></p> <p>Begin when placement is confirmed: End Date: Dec. 8</p>	<p>Early Field Experience Placement Dates (EFS II): <i>(placement 2)</i></p> <p>May start with the ISD: End Date: May 7</p>
<p>Clinical Teaching Placement Dates (Clinical I): (1 day a week for seniors)</p> <p>Start with the ISD:</p> <p>Start second Placement on Oct. 12 End Date: Dec. 11</p>	<p>Clinical Teaching Placement Dates (Clinical II): (every day following the ISD calendar)</p> <p>Start with the ISD:</p> <p>Start second Placement on March 8 End Date: May 7</p>
	<p>Clinical Teacher Seminar Dates:</p> <p>Determined by Program – will be announced.</p> <p>Career Fair: March 29, 2021</p>

Contacts

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Field Supervisor Qualifications & Requirements

- Must be a certified teacher in Texas or other U.S. State.
- Taught at least 3 years in program area of supervision.
- Submit the following forms to the Office of Educational Field Experiences:
 - Your TEA ID number
 - Copy of your teaching certificate
 - Name of the state in which you are certified, if other than Texas
 - A signed copy of the TEA Code of Conduct
 - Your service record signed or stamped from the district.
- TEA Standards for Field Supervisors
 - I. **Has theoretical and practical knowledge of teaching and learning for both adults and children.**
 - Understands adult learning
 - Recognizes the range of learning and performance problems and successes
 - Provides specific strategies to overcome learning and performance problems and encourage successes
 - II. **Understands the theoretical and practical aspects of mentoring, observation of novice educators, and providing feedback.**
 - Stays in frequent contact with the novice
 - Provides feedback on observations in a timely manner
 - Provides specific feedback statements to the novice for professional improvement or growth
 - Leads novice educator in reflection of his or her performance
 - III. **Understands the functions and methods of K-12 public and private schools.**
 - Understands the time constraints on teachers and administrators
 - Understands school schedules
 - Understands school priorities
 - Familiar with various curricula for K-12 schools
 - Familiar with various methods of lesson planning and development
 - Familiar with various student assessment strategies for diverse students
 - Familiar with various teaching strategies in K-12 schools for diverse students
 - IV. **Is responsible in executing his or her professional responsibilities.**
 - Includes the mentor or cooperating teacher in observation and feedback
 - Provides a copy of the completed evaluation to the novice, the mentor or cooperating teacher, and the educator preparation program in a timely manner
 - Provides all data required by the Texas Education Agency in a timely manner. (Copy of Pre-conference notes for each lesson, copy of observation notes and T-TESS TOR for and initial and 3 observations, and a completed supervisor log.)
 - Exhibits flexibility when necessary

Supervisor Training

- New Employee University Training

Arranged upon hire.

- T-TESS Observation Instrument Training

This is a TEA required eight-hour training that must be completed before working as a field supervisor. We are required to use the T-TESS instrument for all TEA-reported observations. You only need to go through this training one time.

- iPad and General Training

This training is scheduled at the beginning of each semester. All observations will be recorded and sent via the iPad. Training documents for reference are available at the following link: <https://www.uta.edu/coed/fieldexperience/handbooks.php>

- iPad Training Documents

- The video is available online here: <https://youtu.be/b3AZ9jV0IpY>
- Setting up the Mail App using your university email account: <https://youtu.be/YLAHMzJVwP8>
- Setting up the Excel App for easy access to your field observation log: <https://youtu.be/YLYT7OLp4ys>
- Instructions for Remote signatures: <https://www.uta.edu/coed/downloads/fieldexperience/Instructions%20for%20Remote%20Signatures.pdf>
- If you have any technical issues with your iPad, please contact Seth Southerland at coedtech@uta.edu

Responsibilities of the University Field Supervisor

Please double check all information before sending documents or recording information. It is imperative that correct information is provided.

A checklist of responsibilities is provided at the end of this handbook.

Communicate with your students, cooperating teachers and the principals

- The candidate must have several ways to contact the supervisor by email, texting, telephone or video-conferencing. Supervisors should respond within two school/business days.
- The supervisor must respond to the needs of the candidate, helping the student teacher to problem solve, act as their advocate and provide individualized plans when needed.
- Introduce yourself to the Cooperating Teacher and Principal (if possible).
- Let your cooperating teachers know that you are in the classroom to support both the clinical teachers and the CT. Be sure to give them your contact information; ask that they contact you as needed.

Observations

Link to observation form and to signing directions for virtual observations:

<https://www.uta.edu/coed/fieldexperience/handbooks.php>

You must complete a **minimum of three observations** during the semester:

- Each observation must be at least 45 minutes in duration. (If the lesson is shorter than 45 minutes observe clinical teacher while working with students. If the lesson is part of a block longer than an hour the observation can end after the initial presentation of the lesson when 45 minutes have passed while students are working independently, if desired.).
- An additional 20 minutes must be spent in an interactive conference with the candidate immediately following each observation. At this time offer your candidate opportunities to reflect on their performance in the classroom, ask for ways you can support him/her, and provide specific strategies that address strengths and weaknesses about his/her performance in the classroom.
- Observations are completed using an iPad with the T-TESS observation form. Training is provided and must be completed for use of the iPad and the observation form.
- Observations will be emailed at the **same time** to the CT, the Student, the principal and the field office: coedfield@uta.edu (See iPad training documents).
- The **first observation** must be completed **within the first five weeks** of all assignments.
- Contact must be made with the student within the first 3 weeks of the start of the field experience. This may count as an informal observation and can take place at the student teacher orientation/seminar at the beginning of the semester or in the classroom.
- Each formal observation should be spaced as “one in each third of the semester”. They must be spaced out so there is time to grow and reflect between observations. Basically,

each student must be observed every 5 weeks. Lessons need to be a minimum of 27 days apart.

- All-level students (music, art, physical education) must have 2 observations in the first placement
- The lesson plan must be submitted to university supervisor 72 hours in advance.
- You must give lesson plan feedback and pre-conference notes to the student prior to the lesson and record it at the top of the TOR under **Pre-Conference. Record the date and time of the conference.** The conference feedback is needed for TEA documentation and can be provided on the TOR. Pre-conferences also need to be listed on the Supervisor Log. Email communication for the preconference can be sent to coedfield@uta.edu but is not mandatory if the TOR has the preconference information.

We are participating in an alternative pilot program with several EPPs across the state.

The alternate pilot is based on the T-TESS protocol already being used to evaluate teachers in Texas. The instrument for the alternate pilot would be a modified T-TESS evaluation instrument, similar to the one we developed for clinical teaching evaluations. The major difference in the pilot instrument and our existing instrument is the number of performance indicators. In the past, our instrument had three performance levels while the pilot instrument maintained the original five levels found with the T-TESS program. The new instrument is now on the website and will need to be downloaded via your iPad.

Changes from past semesters:

- Modified T-TESS Observation
- The observation instrument now has an initialed space at the end for CT and supervisor Approval of the student recommended for certification.
- Pre-conference emails are no longer mandatory as long as the information about the meeting is on the TOR under pre-conference information.

TEA Changes due to Virtual Environments

For candidates beginning their clinical teaching, internship, or practicum in Fall 2020, does the optional 20% reduction in duration apply if the Governor's Disaster Declaration is in place at the beginning of the appointment? Yes, so long as the disaster declaration is in place at the beginning of the assignment. Per 19 TAC §228.1(d), if the clinical teaching, internship, or practicum occurs during the declared disaster, the total required duration may be decreased by up to 20% .

<https://tea.texas.gov/sites/default/files/covid/COVID19-Intern-and-Emergency-Permit-Waiver-FAQ.pdf>

1. Observations must be synchronous (8/17/2020)
2. Observations must be minimum total of 45 minutes, but not necessarily from beginning to end of a lesson = could observe 2 "lessons"/class periods for total of 45 minutes completed on the same day.
 - TEA just looking for total minutes a candidate is observed rather than a beginning to end of a lesson.
3. Each school district defines the length of the school day. How many hours that is per day doesn't matter; it's the number of days. For example, a school district could define a school day 5 hours, 3 hours.
 - Thus, the teacher candidate must meet the number of days requirement.

Grading and Monitoring of Students

You will have a course on Canvas for all of your students. Please check your Canvas course and report any missing or extra student names to Denise Collins. The students are moved into the correct sections within a few days of the start of the semester.

- Assignments and documents must be uploaded and graded through the Canvas course.
- Students must post key assessments in TK20 these vary by program but may include:
 - Philosophy Statement
 - Data Driven Instruction Project

The TK20 Portfolio

The portfolio is designed to collect documents specific to certification. The portfolio is sent to each student; all documentation must be completed to become a certified teacher. Assignments required specifically during the clinical teaching semester:

- Cooperating teacher observations
- Speech Competency Evaluation completed by the cooperating teacher
- Supervisor formal observations (when you send it to the student, he/she will upload it)

Weekly Reports

Students are required to complete a weekly report with their cooperating teacher. The report is online, and you will receive completed reports directly to your email every week. Be sure that each of your students is completing these reports weekly with their CT:

<https://www.uta.edu/coed/fieldexperience/weekly-report-reflection.php>

Supervision Log

The supervision log is a required document by TEA. This document will be shared with you via Microsoft OneDrive by the field office. This does not require you to save or send anything by email. **Complete the supervisor log after each observation** when you send the T-TESS TOR to the CT, student, the principal and coedfield@uta.edu

Example of Log

This is an abbreviated example of how you could set up your log so you don't miss anything.

Field Supervisor First Name	Beginning Date of Student Teaching (MM/DD/YYYY)	Candidate Last Name	Candidate First Name	Date of Observation (MM/DD/YYYY)	Observation Beginning Time (HH:MM XM)	Conference Beginning Time (HH:MM XM)	Conference Ending Time (HH:MM XM)	Type: Pre-obs, Obs, Other
D	1/7/2019	Any	Sydeny	1/30/2019	Filter and Sort	Filter and Sort	10:00:00 AM	Other
D	1/7/2019	Any	Sydeny	2/14/2019				Pre-Observation
D	1/7/2019	Any	Sydeny	2/19/2019	9:40:00 AM	10:35 AM	11:45:00 AM	Observation
D	1/7/2019	Any	Sydeny	3/25/2019				Pre-Observation
D	1/7/2019	Any	Sydeny	3/27/2019	8:40:00 AM	9:40 AM	10:15:00 AM	Observation
D	1/7/2019	Any	Sydeny	4/13/2019				Pre-Observation
D	1/7/2019	Any	Sydeny	4/15/2019	9:00:00 AM	10:10 AM	10:35:00 AM	Observation
D	1/7/2019	Bab	Megan	1/24/2019			11:45:00 AM	Other
D	1/7/2019	Bab	Megan	2/17/2019				Pre-Observation
D	1/7/2019	Bab	Megan	2/20/2019	1:00:00 PM	2:15 PM	3:15:00 PM	Observation
D	1/7/2019	Bab	Megan	3/17/2019				Pre-Observation
D	1/7/2019	Bab	Megan	3/21/2019	10:00:00 AM	11:00 AM	11:40:00 AM	Observation
Jane	1/7/2019	Bab	Megan	4/8/2019				Pre-Observation
Jane	1/7/2019	Bab	Megan	4/11/2019	8:00:00 AM	9:10 AM	9:35:00 AM	Observation

Mileage

Travel is reimbursed by the University. If you wish to receive payment for mileage it must be submitted by the end of each month (short observation months such as Jan and Feb may be combined). The mileage reimbursement log will need to be completed, signed and submitted along with maps and driving directions from Mapquest.com.

The signed mileage reimbursement log and MapQuest maps must be submitted electronically to Emily Waneck at coedfield@uta.edu. The mileage log and the MapQuest document must match, or your request will be returned. (Hint: use the mileage from MapQuest for your log.)

The university mileage log is available: <https://www.uta.edu/policy/form/2-100>.

Download the Non-Overnight Travel Reimbursement Form under Business and Finance, Travel, Travel Forms.

Specific instructions for the mileage reimbursement process can be found on the field supervisor training PPT. Any additional questions may be directed to Emily Waneck: emily.waneck@uta.edu. (Email is preferred)

Clinical Teacher Handbooks

The link to the clinical teacher handbooks is:

<https://www.uta.edu/coed/fieldexperience/handbooks.php>

Take time to review the handbook, so you are familiar with all requirements for the clinical teachers and the level of their certification—EC6 ESL/bilingual, Mid-level, SPED, KINES, and Secondary.

Checklist of Duties: Supervisor of Clinical Teachers

Communications:

- ☐ I have made initial contact with the assigned candidate within the first three weeks of the candidates assigned start date. (Contact can be made by telephone, email, or other electronic communication or during a group meeting.)
- ☐ I have given the candidate at least two different ways to contact me.
- ☐ I am responding to communications within two school/business days.
- ☐ I am recording all needed information on the supervisor log as each piece is completed. {preconference, conference (formal observation), other (informal obs, etc.)}
- ☐ I have provided informal observations and coaching to the candidates, helped them to problem solve, acted as their advocate, and provided individualized plans when needed.

Observations/Conferences:

- ☐ I have completed the first observation within the first six weeks of student teaching.
- ☐ I have completed four observations (at least 3 formals and 1 informal) per student during the student teaching semester. (If all-level – 2 formal observations in the first placement)
- ☐ I have completed a pre-conference over the lesson plan for the formal observations and put noted this on the observation form.
- ☐ The observations are at least 45 minutes in length.
- ☐ I have noted starting and ending times of the observation on the T-TESS form.
- ☐ I have documented all instructional practices observed and provided written feedback. Including several **scripted pieces** with feedback.
- ☐ I have had an interactive conference (at least 20 minutes in length) with the candidate following each formal observation (and the co-operating teacher when possible). We discussed his/her performance in the classroom. I recommended specific strategies that addressed strengths and weaknesses and asked if there was anything I could do to support his/her improvement (documented on the TOR).
- ☐ I have recorded the starting and ending times for each interactive conference.
- ☐ Both the CT and I have signed on the last section of the T-TESS form approving the student for certification and returned it to the field office for the final observation.

Documentation:

- ___ I have renamed the document according to the UTA iPad naming convention.
[Collins Denise 10000203040 1-for initial meeting or orientation, Collins Denise 10000203040 2A-for first observation, Collins Denise 10000203040 3B for 2nd observation, Collins Denise 10000203040 4C for 3rd observation]
- ___ I have emailed a copy of each completed observation form to the cooperating teacher, the student and the COEd field office **within 5 working days of the completion of the observation**, from my iPad.
- ___ I have recorded the observation on the supervisor log in one-drive which was sent by the field office to my email.

F.A.Q.

1. Where do I go to get questions answered about the field experience?
 - The clinical teacher handbook is a great source of information. It is available online here: <https://www.uta.edu/coed/fieldexperience/handbooks.php>
 - The Office of Educational Field Experiences. You can contact the office by emailing coedfield@uta.edu or by calling 817-272-2831. Additionally, Denise Collins' email is dacollins@uta.edu.
 - Your program coordinator in the contacts list on page three of this manual.
2. What do I do if there are issues with one of my clinical teachers?
 - It depends on the severity of the issue. Always consult with your student and program coordinator first.
 - Denise Collins, Angela Watson and Emily Waneck (Office of Educational Field Experiences) are good points of reference. They should be contacted immediately if the student is called in by the principal or asked to leave the school. coedfield@uta.edu
 - If there is an issue in the field, Denise often receives an email from a cooperating teacher or principal. If this happens, she will contact you by phone or email.
 - If the student is having an issue with their placement, she/he should contact Denise Collins.
3. Do my students need to use the TK20 portfolio?
 - Yes, please remind them to upload their CT observations, CT speech competency form and the supervisor observations that you send to them from your iPad after each observation.
 - They should check their portfolio to be sure all required documents have been completed.
4. Can I observe if the cooperating teacher is in the room?
 - Yes. Many districts will not allow the cooperating teacher to leave the students alone with a clinical teacher.
5. Can my student teacher act as a substitute when their CT is absent?
 - The typical rule is one day only. If the CT is absent, principals are required to get a substitute, even if the classes will be led by the clinical teacher.
 - If the principal specifically asks them to lead the class for a day or until a sub can be found, it is up to the comfort/knowledge level of the student.
 - Students may not be paid to substitute teach during clinical teaching.
6. What are the COVID protocols?
 - If your student notifies you of a possible COVID exposure, send them the form email that will be shared with you from Emily Waneck. Then, log their absences and email coedfield@uta.edu the students name and dates of absences ONLY! We do NOT need to know anything about COVID or their medical information.
 - **Finally, do NOT forward any emails from the student regarding COVID exposure to our office or any of us.**