



About the Supervisor

This person is a member of the University of Nevada, Reno, College of Education faculty, an approved graduate assistant, or other qualified educator hired on a letter of appointment (LOA) contract.

Expectations

The supervisor is a guest in the school as is the intern, and his or her major task is to guide and support the intern, not to evaluate the lead teacher or the school.

Although each supervisor may have a different style and method of operating, the duties of a supervisor consist of:

- observations
- post-observation conferences
- checking intern lesson plans and other required documents
- reviewing assignments and signing the assignment checklist
- conferencing with the lead teacher
- assigning final grades with input from the lead teacher

Responsibilities

Liaison

- The supervisor acts as the liaison for the College of Education and Director of Field Experiences with the staff and school in which the intern is placed. Regular communication with the lead teacher and the Director of Field Experiences is imperative.
- Contact should be made with the principal on the first visit and as needed on succeeding visits.
- The first contact should be made by the end of the 2nd week of internship.

The Supervisor through the Eyes of the Intern

The following list is a compilation of positive comments made by intern about their supervisors at the conclusion of their internship assignments. The information may be helpful in determining what actions will most effectively support the professional growth and development of the student teacher.

- provides the positive encouragement and support needed by the intern
- makes time available for the intern which includes school visitations, phone conferences, problem solving, etc.
- schedules observations and follows through at least every other week as expected
- observes intern for sufficient amounts of time to be able to identify strengths and areas for growth
- provides realistic and relevant written and verbal feedback including constructive criticism
- checks journal, lesson plans, and other required work regularly and keeps assignment checklist
- utilizes current teaching theory and practice
- is on time and well dressed
- assists with analysis of teaching and problem-solving
- makes some unscheduled drop-in visits
- serves as enthusiastic and experienced role model and resource person
- allows latitude for intern to try out ideas and take some risks
- provides for small group or individual meetings beyond required visits
- respects and supports boundaries, needs, and role of lead teacher without imposing or interfering