

Roles and Responsibilities of the Department of Music Education Supervisors

Each student teacher will be observed four times during the semester. University Supervisors represent the University's teacher certification programs and thus guide the student teacher, in conjunction with the mentor teacher. The Music Education Supervisor observes, advises, and confers with both the student teacher and the mentor teacher.

Roles and Responsibilities

(1) Serving as a liaison between the University and placement site by facilitating a positive and productive relationship among involved parties includes:

- Maintaining an open line of communication between the University and the mentor teacher
- Working throughout the term, in conjunction with the mentor teacher, to ensure that the university program expectations are met
- Communicating with the mentor teacher and student teacher about site visits, required forms and assessments, and special events;
- Problem-solving issues that may arise during the student teaching experience and communicating appropriately with the university about those issues
- Working with the student teacher and the mentor teacher to determine the student teacher's readiness for substitute teaching, should that situation arise; and
- Completing and discussing the assessment tools and submitting grades for student teaching.

(2) Mentoring and observing the Student Teacher includes:

- Develop a collegial relationship with the Student Teacher through openness and availability in an on-going and personal manner
- Conduct site visits during the student teaching term according to the Department of Music Education Student Teaching Observation Schedule
- Arrange to 'debrief' with the student teacher immediately following the observation period or at an agreed upon time within 24 hours. (Debriefing is defined as advising, evaluating, critiquing, communicating, and helping the student teacher think critically about lessons and/or students)
- Provide a written narrative and commentary to the student teacher and the mentor teacher within an appropriate time frame. Submit a copy of the observation report to the Music Education Office for the student's file.
- Faculty Supervisor completes a School of Education survey for each Student Teacher at the end of the semester.