

### University Supervisor Responsibilities Checklist

Initial each activity when completed	
<b>Phase 1: Mentor Teacher as Lead Teacher (4 weeks)</b>	
Attend Supervisor Training and Teacher Internship Orientation	
Review the SMU Teacher Internship Handbook	
Establish calendar for Teacher Intern observations and small group seminar meetings	
Fill out Contact Hours Documentation Form	
Send Small Group Seminar Syllabus to Field Director (Dr. Rebecca Campeau) and Executive Asst. to Dean (Carina Bissett)	
Meet with Teacher Candidate, Mentor Teacher and School Administrator to share the SMU Teacher Internship procedures and timeline	
Work with Intern Teacher & Mentor Teacher to establish calendar and intentional collaborative planning schedule	
Obtain a copy of the school calendar and class schedule	
Monitor Teacher Intern's time log	
Give feedback on Teacher Intern's edTPA submission timeline	
Review Teacher Intern's 3-5 edTPA lessons	
Review Teacher Intern's Responsibility Checklist	
Ask Mentor Teacher to fill out Phase I Teacher Intern Review	
Conduct Phase I Teacher Intern Review meeting	
Turn in Expense Reimbursement Form to CEC Executive Asst. to Dean (Carina Bissett) every month	
Observe the Teacher Intern, provide timely feedback and observation documents <b>and</b> review the Intern Reflection on Learning and Teaching completed by the student after the first overvation	
Turn Observation Documents in to Field Director (Dr. Rebecca Campeau)	
<b>Phase 2: Teacher Intern as Lead Teacher (10 weeks)</b>	
Work with Teacher Intern and Mentor Teacher to help with transition to lead teacher	
Review Teacher Intern's lesson plans and give feedback	
Observe the Teacher Intern, provide timely feedback and observation documents <b>and</b> review the Intern Reflection on Learning and Teaching completed by the student after the last overvation	
Turn Observation Documents in to Field Director (Dr. Rebecca Campeau)	
Fill out Contact Hours Documentation Form	
Prepare notes for Phase II Midterm Evaluation & Review	

<b>Initial each activity when completed</b>	
Conduct Phase II Midterm Evaluation & Review & Dispositions meeting with Teacher Intern & Mentor Teacher- fill out form during meeting	
Monitor Teacher Intern's time log	
Review Teacher Intern's Responsibility Checklist	
Turn in Expense Reimbursement Form to CEC Executive Asst. to Dean (Carina Bissett) every month	
<b>Phase 3 (1-2 weeks)</b>	
Monitor Teacher Intern's time log	
Review Teacher Intern's Responsibility Checklist	
Review Teacher Intern's edTPA submission timeline	
Conduct Final Evaluation Meeting with Teacher Intern & Mentor Teacher	
Fill out Contact Hours Documentation Form	
Assist Intern with Professional Growth Plan, if needed	
Turn in Expense Reimbursement Form to CEC Executive Asst. to Dean (Carina Bissett) every month	
<b>Phase 4 (1 week)</b>	
Use Grade Report Form to turn in all grades to Lead Field Experience Director (Dr. Rebecca Campeau)	
Verify that all documents required on the final checklist are present and fully signed.	
Submit to Teacher Intern: your Letter of Recommendation	
Submit to Teacher Intern: Your completed University Supervisor Responsibilities Checklist	
Submit to Field Director (Dr. Rebecca Campeau): Contact Hours Documentation Form and Intern Evaluations	
Turn in Expense Reimbursement Form to CEC Executive Asst. to Dean (Carina Bissett) every month	
Attend Internship Celebration!	