



Student Teaching Intern Written Supervision Plan

This collaborative training agreement is between:

Name of Local Education Agency (LEA):

Address:

Phone Number:

Name of Principal/Superintendent/Designated Administrator:

Email Address of School Principal:

AND:

Name of Board Approved Educator Preparation Program: NAU Professional Education Programs

Address: 801 S. Knoles Drive, Flagstaff, AZ 86001-5774

Phone Number: 928-523-0358

Name of Program Director: Shauna Scheffner

FOR:

Name of Student Teaching Intern:

Address of Student Teaching Intern:

Phone Number of Student Teaching Intern:

Email Address of Student Teaching Intern:

This Written Supervision Plan is between the Local Educational Agency (LEA) and the Educator Preparation Program (Program) and is in accordance with A.A.C. R7-2-614 Other Teaching Certificate approved by the Arizona Board of Education. The establishment of the plan is for the purpose of defining the nature and scope of a planned organized Student Teaching Intern (Intern) experience designed to facilitate the development of the Student Teaching Intern skills and competencies in the provision of high quality teaching consistent with applicable legal, ethical and professional standards. This plan will also specify the duties and responsibilities of the Supervising Practitioner identified by the LEA and the Supervisor assigned by the Intern's Program.

Establishing the Student Teaching Intern Placement:

1. The Designated Administrator (i.e., superintendent, principal or head) of the LEA agree that all aspects of this student teaching intern experience will be carried out in accordance with all requirements of the A.A.C. R7-2-614 Other Teaching Certificates, and all other applicable statutes and rules.
2. The LEA will establish a Supervising Practitioner for this internship experience subject to approval by the Program.

3. The LEA will communicate directly with the Director of the Educator Preparation Program or Designee regarding the experience that will be provided for the Student Teaching Intern.
4. Through a mutually agreed upon decision between the LEA and the Educator Preparation Program, the Student Teaching Intern who does not fulfill the requirements of the internship may be eligible to complete the student teaching capstone experience through traditional student teaching experience as defined by the respective Educator Preparation Program and by A.A.C R7-2-604.
5. The Educator Preparation Program (EPP) will indicate the professional development required of the Supervising Practitioner of the Student Teaching Intern. This professional development may be offered in partnership with the LEA and or other appropriate entities qualified to provide professional development.
6. Compensation for the Supervising Practitioner for the additional responsibilities related to the supervision of a Student Teaching Intern should be covered by the LEA and must be prearranged in writing with the duties and expectations clearly outlined in the agreement.

Responsibilities of the Educator Preparation Program Supervisor (Program Supervisor):

1. The Student Teaching Intern will complete an orientation facilitated by the EPP, upon obtaining the Student Teaching Intern Certificate.
2. The Student Teaching Intern will be assessed formally by the Program Supervisor using the established processes determined by the program for student teaching experiences.
3. Program Supervisors will collaborate with the LEA Supervising Practitioner and the Student Teaching Intern, and provide a report of these evaluations to the LEA Supervising Practitioner and the Student Teaching Intern.
4. Program Supervisors will review logs and other forms to ensure that adequate supervision and mentorship is being provided to the Student Teaching Intern.
5. The Student Teaching Intern will be deemed to have completed the experience upon meeting the Educator Preparation Program catalog and syllabus requirements for student teaching experiences.
6. Site and program expectations will be established in conjunction with the LEA Supervising Practitioner and the Program Supervisor.
7. Normally, the Student Teaching Intern should not be responsible for extra duties (e.g., coaching, substituting, monitoring, extensive committee responsibilities and other additional assignments).
8. The Program Supervisor will complete in-class observation/evaluation meetings consistent with program expectations with the Student Teaching Intern and Supervising Practitioner.
9. The Program Supervisor and the Supervising Practitioner will participate in an agreed upon number of supervision and evaluation meetings with the Student Teaching Intern.
10. The Program Supervisor will complete required forms established by the Program.
11. The Program Supervisor will provide information regarding professional development training experiences and ensure that the Student Teaching Intern has the opportunity to participate in these experiences.
12. Upon meeting programmatic requirements, the responsibility of the Program Supervisor ceases.

Qualifications of the Local Education Agency (LEA) Supervising Practitioner:

1. The Supervising Practitioner will be located in the same school building as the Student Teaching Intern.
2. The Supervising Practitioner shall meet the Standards for Arizona Teachers and have the experience with a variety of teaching strategies.
3. The Supervising Practitioner shall have a minimum of three years of teaching experience and must be appropriately certified, and have the content knowledge and training, in the areas of emphasis in which the Student Teaching Intern is being placed.
4. The Supervising Practitioner shall have completed the EPP required training in supervision within the last three years, and provide a copy of the certificate of completion.

Responsibilities of the Local Education Agency (LEA) Supervising Practitioner:

1. As per A.A.C R7-2-614, the LEA Supervising Practitioner will provide onsite mentorship and support to the Student Teaching Intern.
2. The Supervising Practitioner will collaborate with the Program Supervisor and Student Teaching Intern, and provide regular feedback of the Student Teaching Intern's instruction, professional performance, and abilities, as well as help the Student Teaching Intern reflect upon strengths and areas that need improvement.
3. The Supervising Practitioner will have a minimum of one meeting per week with the Student Teaching Intern at a prearranged time for a minimum of 60 minutes or the equivalent of a class period to provide formative feedback, reflect on the week and plan. Additional hours of mentorship will be provided when necessary to insure the adequate quality of the internship experience.. These meetings will be documented by the Supervising Practitioner and the Student and reviewed by the Program Supervisor to ensure minimum requirements are met.
4. The Supervising Practitioner or designee will conduct informal class observations as frequently as possible but at minimum at least once every two weeks during the internship experience and provide feedback within 48 hours. Observations forms and notes will be reviewed by the Program Supervisor to ensure minimum requirements are met.
5. Along with the Program Supervisor, the Supervising Practitioner will participate in a agreed upon number of supervision and evaluation meetings with the Student Teaching Intern. During the weeks these meetings occur, they can take the place of the weekly supervision meeting as described in #4.
6. The Supervising Practitioner will complete required forms established by the Program.
7. The Supervising Practitioner along with the assistance of the Designated Administrator will provide information regarding professional development training experiences, additional coaching and observation opportunities as needed, and ensure that the Student Teaching Intern has the opportunity to participate in these experiences.
8. The Supervising Practitioner agrees to participate in one or more training experiences provided by the Program.

This plan will be signed by all parties concerned including the Designated Administrator, Supervising Practitioner, and Program Director or identified parties responsible for executing this agreement. Amendments to this plan will be made upon approval of all parties that have signed and agreed to this plan. A copy of the plan will be provided to the Student Teaching Intern.

Name of Designated Administrator

Signature

Date

Name of Program Director

Signature

Date

Name of Supervising Practitioner (mentor)

Signature

Date

Supervising Practitioner email address

Name of Teacher Candidate

Signature

Date

Title of Position Accepted/Grade Level

School Name

Location of School