

Curriculum and Instruction Department Student Teaching Program
Forms and Assignments Overview and Completion Guide
for Supervisors

Use this guide to identify the forms you need to complete, the purpose of each form, and where and when to submit it. Form and document locations are as follows:

¹ **Student Teaching Resources** webpage

<https://www.oswego.edu/curriculum-and-instruction/student-teaching-resources>

² **Tk20**

<https://oswego.tk20.com/>

Sign in with Laker Net ID and password.

³ **Curriculum & Instruction Main Office**

110 Wilber Hall, Curriculum & Instruction Department, SUNY Oswego, Oswego, NY, 13126

Department Secretary Email: vanessa.sereno@oswego.edu

⁴ **MyOswego**

<https://www.oswego.edu/myoswego/>

Sign in with Laker Net ID and password.

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Form Name / Description	Submission Details
<p>Teaching Plan¹ <i>An overview of the student teacher's anticipated teaching responsibilities over the course of the placement determined in dialogue with the cooperating teacher.</i></p>	<p>This plan is emailed to you by the first week of each student teaching placement as per the course calendar. Maintain it electronically and refer it throughout the placement.</p>
<p>Master/Weekly Student Teaching Schedule¹ <i>Master Teaching Schedule: A schedule that documents the cooperating teacher's instructional and other responsibilities for a one-week period.</i> <i>Weekly Student Teaching Schedule: The student teacher's planned independent or shared teaching responsibilities documented for the upcoming week.</i></p>	<p>The <i>Master Teaching Schedule</i> is emailed to you by the first week of each placement as per the course calendar. The <i>Weekly ST Teaching Schedule</i> is emailed to you by 12:00 p.m. each Sunday prior to the week indicated in the schedule. Use these schedules to determine the observation times; maintain them electronically for future reference.</p>
<p>Weekly Student Teaching Report¹ <i>A two-part report that elicits student teacher's reflections of the previous week and that documents edTPA progress. (After edTPA Draft is submitted to Tk20, only Part 1 of this report is completed.)</i></p>	<p>This report is submitted to you by email on a weekly basis by 12:00 p.m. each Sunday. After reading and responding to it, maintain it for future reference, electronically or in the student teaching folder.</p>
<p>Observation Report³ <i>A written report of the student teacher's observed performance that notes strengths and offers recommendations based on program criteria. Three observation reports are to be completed each quarter.</i></p>	<p>Provide a copy of each report to the student teacher and cooperating teacher after each observation and place original in the student teacher's folder. *</p>
<p>Mid-Placement Student Teacher Evaluation¹ <i>A formative assessment of the student teacher's performance, dispositions, and progress completed around the mid-point of each quarter.</i></p>	<p>The cooperating teacher will complete, discuss, and provide a copy to you and the student teacher. Place the copy in the student teacher's folder. *</p>
<p>edTPA Initial Draft Completion Report¹ **Not used in residency programs.** <i>A checklist of what the student teacher has and has not completed on the edTPA Initial Draft and recommendations to guide the student teacher's and/or subsequent supervisor's next steps.</i></p>	<p>**Not used in residency programs.** Provide a copy to the student teacher and place the original in the student teacher's folder. *</p>

* In the case of any concerns, email a copy of this document to the Student Teaching Coordinator.

<p>Draft edTPA Rubric and Feedback² **Spring semester only in residency programs.** <i>Rubric: The Local Evaluation Rubric is a 3-point rubric used to rate the edTPA for program evaluation purposes.</i> <i>Feedback: Written comments that follow the Acceptable Support Guidelines to guide refinement and editing of the edTPA as it is prepared for official submission.</i></p>	<p>**Spring semester only in residency programs.** Complete in Tk20 in as timely a manner as possible after the edTPA Draft has been submitted. Note: <i>Rubric</i> evaluation is confidential and cannot be seen by the student teacher. <i>Feedback</i> is visible to the student teacher and intended to guide edTPA revision. For directions on completing edTPA portfolio assessment in Tk20, see: https://www.oswego.edu/education/sites/www.oswego.edu/education/files/supervisor_assessing_edtpa_portfolio.pdf</p>
<p>Student Teaching Evaluation^{1 2} <i>A comprehensive evaluation of the student teacher's performances over the course of the placement, with criteria aligned to the subject-specific CAEP standards.</i></p>	<p>Complete in Tk20 at the end of the student teaching placement. For directions on completing assessments in Tk20, see: https://www.oswego.edu/education/sites/www.oswego.edu/education/files/supervisor_assessing_field_experience.pdf</p>
<p>Candidate Disposition Assessment^{1 2} <i>Assessment of the student teacher's dispositions. The dispositions evaluated are those identified by the School of Education for its student teachers.</i></p>	<p>Complete in Tk20 at the end of each quarter of student teaching. For directions on completing assessments in Tk20, see: https://www.oswego.edu/education/sites/www.oswego.edu/education/files/supervisor_assessing_field_experience.pdf</p>
<p>Final Supervisory Student Teacher Evaluation¹ <i>A brief summary of the student teacher's strengths and recommendations for growth/improvement.</i></p>	<p>Place with observation reports in the student teacher's folder at end of the placement. *</p>
<p>Final Grades⁴ <i>Determination of a satisfactory (S) or unsatisfactory (U) completion of each student teaching course (quarter). In rare and extenuating circumstances, an incomplete (I) may be given.</i></p> <p>Note: A complete edTPA Draft must be submitted in the second of two quarters of student teaching in order for a candidate to receive an S.</p>	<p>Submit in MyOswego prior to the date and time for grade submission announced by the Registrar's Office. A grade of I or U must be discussed with the Student Teaching Coordinator prior to submission. For directions on grade submission to MyOswego, see: https://www.oswego.edu/registrar/sites/www.oswego.edu/registrar/files/fge_0.pdf</p>
<p>Employee Report of Travel Expenses³ <i>Documentation of miles traveled for supervision purposes.</i></p>	<p>Submit to Curriculum and Instruction Department Secretary at the end of each month of supervision.</p>

* In the case of any concerns, email a copy of this document to the Student Teaching Coordinator.

Note: Completed Student Teaching folders should be returned to the Curriculum and Instruction Department Secretary at the end of each quarter unless the supervisor is assigned to the same student in the subsequent student teaching quarter.