Suggested Supervisor Timeline
SUNY College at Cortland: Department of Physical Education

Supervisor qualifications, requirements, and expectations are explained in the College Student Teaching Handbook (found at: www.cortland.edu/fieldplacement).

Below is a suggested timeline for supervision of teacher candidates. The week you visit each student teacher will depend on the number of teacher candidates you have and their schedules. Additional observations are recommended for teacher candidates who are having problems.

Please schedule a minimum of two different days of visitations to each student teacher per quarter. A minimum of three written observation appraisal forms per quarter must be done.

Week 1 and 9: Optional Preliminary Visit
- Done largely to acclimate yourself with the school, travel, parking, school check-in procedures, and the cooperating teacher.
- Discuss your role with the cooperating teacher.
- Discuss the cooperating teacher’s role and responsibilities.
- Discuss the location of information: Cooperating Teacher Timeline, Conferencing with your Student Teacher, PE Student Teaching Handbook, (www2.cortland.edu/departments/physical-education) and further information (www.cortland.edu/fieldplacement) Explain your timeline of observations.
- For week 1, remind teacher candidates to collect context information and to determine what lesson segment (unit) they will teach with their host teacher.
- Give your name, phone number, and email address to the cooperating teacher.
- For week 9 remind teacher candidates that their edTPA/ASLP is due to be submitted to Taskstream soon.*

Week 3 and 11: First Visit
- If a preliminary visit is not made, do all of the above items.
- Do systematic observation of agreed-upon teaching behaviors. Set goals.
- Conduct a conference with both the student teacher and cooperating teacher. A three-way conference is preferred if possible. Evaluate and discuss the lesson, the written plan, and the student’s progress.
- Discuss plans for technology assignment.
- Discuss edTPA/ASLP implementation and completion.
- Remind student teachers to collect artifacts to update the portfolio they completed in the Pre-Student Teaching Conference (EDU 454).
- Possible topics for discussion with the student teacher
  - Relationship with the cooperating teacher
  - Knowledge of the functioning of the school
  - Facility and equipment
  - Diverse learners and accommodations
  - IEPs for students with disabilities
  - Extended opportunities: staff meetings, in-service, after-school programs
  - Emergency procedures (fire drills, injuries, etc.)
  - Discipline procedures within physical education
  - The edTPA/ASLP submission due date.

*The exact edTPA/ASLP due date varies from term to term, but usually occurs near week 11. The department will notify you each semester of the exact due date.
Week 4 and 12
- Each member of the triad completes the mid-quarter Student Teacher Evaluation (STE) through myRedDragon. If you have questions about submissions, contact the Field Experience and School Partnership Office.
- For week 12, grade edTPA/ASLP assignment and provide feedback to teacher candidates.

Week 5/6 and 13/14: Second Visit
- Do systematic observation of agreed-upon teaching behaviors. Make comparison to previous observations. Set goals.
- Evaluate and discuss the lesson and the written plan (objectives, content, assessment), from the observation.
- Remind student teachers to write a thank you letter to their cooperating teacher/s.
- Remind student teachers to continue to collect artifacts to update their portfolios.
- Remind student teachers to complete the evaluation of their cooperating teacher.
- For week 14, complete disposition form on Taskstream.

Week 15
- Grade technology assignment and provide feedback to teacher candidates.

Week 8 and 16
- Each member of the triad completes the final Student Teacher Evaluation (STE) report on-line.
- Arrange and conduct the final, three-way conference involving the student teacher, the cooperating teacher, and the college supervisor for each placement.
- Submit grades (H, S or U or INC) for both EDU 455 and EDU 456 by the designated date through myRedDragon.

End of the semester
- Prepare and mail thank you letters to the cooperating teachers.
- Submit the following materials to the Department of Physical Education.
  - edTPA/ASLP reporting form completed by supervisor
  - Technology Assignment reporting form completed by supervisor
- Please return all other written materials to the teacher candidate.
- By the designated dates in December and May of each academic year, please submit to Darlene Miller (607-753-5577 or Darlene.Miller@cortland.edu) your nomination(s) for the Tesori Male Student Teaching Award and the Alway Female Student Teaching Award, if you have a student teacher who is particularly outstanding. Note that each supervisor can select one recipient for each of the two awards on a per semester basis. The ST Awards are presented during the Department reception for graduating majors the day before commencement if possible.
- Attend the spring meeting for on-campus faculty and supervisors. The meeting is usually conducted on the Monday following commencement.
- Because you are traveling via your own car to the host school districts, please be sure to mail all travel forms to the Field Experience School Partnership Office in the Education Building by the 10th of one month for all travel completed during the previous month.