





## University Supervisors Fall 2011 Midterm Meeting

Wednesday, October 19, 2011		Magill Commons (The Club)
	✚ Welcome	
	✚ Forms	TWS – Self Evaluation, TWS (Appendix G) Appendix H – Student Teaching Attendance Record – Due 12/19/11 Spring 2012 Supervisor Intent Form
	✚ Calendar & Semester Schedule	Due – Midterm Grades – 10/19/11 Detailed 15 week schedule (pages 9-11) Split Placement – Monday, 10/31/11 TWS final submission to eCampus – 12/2/11
	✚ Seminars	Friday, October 21, 2011 – Literacy Symposium Required: Five Focus Group Seminars & Anti-bullying & Interviewing Seminar(s) Friday, 12/19/11 – Fall 2011 Certification Meeting
	✚ Praxis	
	✚ NCATE	Updated IR report due - October 2011 & November 2011 next site visit - April 2012
	✚ Mentoring & Partnerships	
	✚ Procedures	Communication / early notification Commissioner Distinguished Teaching Award Update
	✚ Email	All forms to <a href="mailto:teaching@monmouth.edu">teaching@monmouth.edu</a> separate e-mail for each student teacher's observations, reports, etc.) Monmouth email accounts – Helpdesk 732-571-3539
	✚ Partnership for 21 <sup>st</sup> Century Skills	4 Cs – communication, collaboration, creativity, and critical thinking integrated with technology
	✚ Cooperating Teacher	Cooperating Teacher Progress Assessments Week 5 (Appendix K) due early October, 2011 Week 12 (Appendix L) Due week of 11/22/10
	✚ Early Field Placements/Seminars	Seminars: Professionalism & Community Service (sophomores) 10/7/11; Resume Writing (juniors) 10/7/11; Differentiated Instruction esp. ESL & Special Education; Assessment; Anti-bullying
	✚ Conference Update	The Partnership for Collaborative Learning - Implementing Common Core State Standards in Professional Learning Communities – 10/18/11

	 Supervisor Updates	Focus Groups Creative/Outstanding Feedback from the placement schools Problem areas
	 Questions/Concerns	
<b>Notes</b>		
















## University Supervisors Fall 2011 Orientation Meeting

Tuesday, August 30, 2011 - 12:30 p.m.

Magill Commons (The Club), Rooms 107, 108 & 109

### Agenda












	 Welcome	
	 Handbook	Updated – Delivery to Principals School Principals – Ambassadors Reflections ( pages 18 - 20) Changes to Handbook, (updating of Standards section) (CCSS)
	 Forms	Lesson Plans University Supervisor Observation (Appendix D) TWS – Self Evaluation, TWS (Appendix G) Signature Page (Appendix S); Travel Vouchers (\$.55 per mile)
	 Calendar & Semester Schedule	Personal Data Sheet Update & Receipt of Student Teaching Manual – Due: Friday, 9/9/11 Detailed 15 week schedule (pages 9-11)
	 Seminars	Friday, October 21, 2011 – Literacy Symposium Required: Five Focus Group Seminars & Professional Seminars to be scheduled Bullying in Schools – What you need to know (publication) Friday, 12/16/11 – Fall 2011 Certification Meeting
	 Praxis	New Computer-Delivered tests, New Art Praxis
	 NCATE	Next site visit, Spring 2012; survey data from Spring 2011
	 Procedures	Communication / early notification Commissioner Distinguished Teaching Award
	 Email	All forms to <a href="mailto:teaching@monmouth.edu">teaching@monmouth.edu</a> separate e-mail for each student teacher's observations, reports, etc.) Monmouth email accounts
	 eCampus	Students should check weekly
	 Cooperating Teacher	Cooperating Teacher Progress Assessment Due: Week 5 (Appendix K) and Week 12 (Appendix L) Handbook: eCampus (pg.100); Paperwork dates (pg.106)
	 Early Field Placements/Seminars	Professionalism; Community Service; Differentiated Instruction esp.ESL& Special Education; Resumes
	 Important Information/Updates	21 <sup>st</sup> Century Skills/Technology NCTQ – Student Teaching in the United States (Washington Meeting)






		Discuss: Blue Ribbon Panel on Clinical Preparation and Partnerships for Improved Student Learning – moving toward model
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Notes
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# University Supervisors Spring 2011 Midterm Meeting

Wednesday, March 16, 2011 – 10:00 a.m.		Magill Commons (The Club)
Agenda		
	<ul style="list-style-type: none"> <li> Welcome</li> </ul>	
	<ul style="list-style-type: none"> <li> Procedures</li> </ul>	Communication/ Early Notification
	<ul style="list-style-type: none"> <li> Forms</li> </ul>	Lesson Plans, University Supervisor Observation (Appendix D) CT Progress Assessment # 1 (week 5) (Appendix K) due 2/21/11 CT Progress Assessment # 2 (week 12) (Appendix L) due 4/11/11 Revised TWS – Self Evaluation, Revised TWS (Appendix G) Signature Page (Appendix S) Appendix H – Student Teaching Attendance Record – Due 5/2/11
	<ul style="list-style-type: none"> <li> Calendar &amp; Semester Schedule</li> </ul>	Personal Data Sheet Update & Receipt of Student Teaching Handbook Due - Monday, January 24, 2011 Detailed 15 week schedule (pages 9-11) Split Placement – Monday, March 14, 2011 TWS final submission due to eCampus – Friday, April 15, 2011
	<ul style="list-style-type: none"> <li> Seminars</li> </ul>	Educators Career Day - Wednesday, March 9, 2011 Spring Symposium – Friday, April 15, 2011 (Highly Recommended) Student NJEA Conference – Saturday, April 2, 2011 <b>Required:</b> Five Focus Group Seminars, Classroom Environment Seminar – Monday April 11, 2011 – 4:00-5:30 pm, Interviewing Tips Seminar Thursday, April 28, 2011 - 4:00 - 5:30 pm Monday, May 2, 2011 – Spring 2011 Certification Meeting
	<ul style="list-style-type: none"> <li> Praxis</li> <li> End of Semester on line evaluations of CTs - Terri Rothman</li> </ul>	
	<ul style="list-style-type: none"> <li> NCATE</li> <li> Mentoring &amp; Partnerships</li> <li> New Developments in Higher Education</li> </ul>	Program reports due March 2011; next site visit, spring 2012
	<ul style="list-style-type: none"> <li> Procedures</li> </ul>	Communication / early notification

		Commissioner Distinguished Teaching Award updates & changes
	 Email	All forms to <a href="mailto:teaching@monmouth.edu">teaching@monmouth.edu</a> separate e-mail for each student teacher's observations, reports, etc.) Monmouth email accounts
	 Partnership for 21 <sup>st</sup> Century Skills	4 Cs – communication, collaboration, creativity, and critical thinking integrated with technology; Educational Leadership Articles
	 Professional Conferences	San Diego - Dispositions New Orleans – Photo Story NYC – Celebration of Teaching & Learning
	 Early Field Placements/Seminars	Professionalism; Community Service; Differentiated Instruction esp.ESL & Special Education; Resumes
	 Supervisor Updates	Focus Groups Creative/Outstanding Feedback from the placement schools Problem Areas
<b>Notes</b>		

# University Supervisors Spring 2011 Year End Gathering

May 05, 2011  
1:00 pm  
Monmouth University  
The Club Dining Room

## Agenda

- ✚ Welcome
- ✚ Employment of student teachers
- ✚ New Jersey Distinguished Student Teacher Award Update
- ✚ End of Semester Paperwork
- ✚ TWS clarifications – Appendix A
- ✚ Certification/Licensing
- ✚ New Programs
- ✚ Alumni Novice Teacher Mentor Program & Mission Statement
- ✚ Cooperating Teacher Awards
- ✚ Focus Groups & Seminars
- ✚ Susan A. Young Scholarship Award
- ✚ Early Field Placements
- ✚ NCATE Update
- ✚ Fall 2011 – Counts & Calendar
- ✚ SOE Gift Auction – March 22, 2012

## Additional Information

Notes:







## University Supervisors Fall 2010 Midterm Meeting






Wednesday, October 20, 2010 – 10:00 a.m.		Magill Commons (The Club)
Agenda		
	Welcome	
	Handbook	
	Forms	Revised TWS – Self Evaluation, Revised TWS (Appendix G) Appendix H – Student Teaching Attendance Record – Due 12/17/10 Fall 2010 Supervisor Intent Form
	Calendar & Semester Schedule	Due – Midterm Grades – 10/20/10 Detailed 15 week schedule (pages 9-11) Split Placement – Monday, 11/1/10 TWS final submission to eCampus – 12/3/10
	Seminars	Friday, October 22, 2010 – Literacy Symposium Required: Five Focus Group Seminars & Interviewing Seminar – Monday, 11/29/10 Friday, 12/17/10 – Fall 2010 Certification Meeting
	Praxis	
	NCATE Mentoring & Partnerships	Program reports due March 2011; next site visit, spring 2012
	Procedures	Communication / early notification Commissioner Distinguished Teaching Award
	Email	All forms to <a href="mailto:teaching@monmouth.edu">teaching@monmouth.edu</a> separate e-mail for each student teacher's observations, reports, etc.) Monmouth email accounts
	Partnership for 21 <sup>st</sup> Century Skills	4 Cs – communication, collaboration, creativity, and critical thinking integrated with technology
	Cooperating Teacher	Cooperating Teacher Progress Assessment Week 12 (Appendix L) Due week of 11/22/10
	Early Field Placements/Seminars	Professionalism; Community Service; Differentiated Instruction esp. ESL & Special Education; Resumes
	Questions/Concerns	

Notes



## University Supervisors Spring 2011 Orientation Meeting

Tuesday, January 18, 2011 – 1:00 p.m.		Magill Commons (The Club)
Agenda		
	Welcome	
	Handbook	Updated – Delivery to Principals School Principals – Supervisors as Ambassadors for MU Changes to Handbook
	Forms	Lesson Plans, University Supervisor Observation (Appendix D), Revised TWS – Self Evaluation, Revised TWS (Appendix G), Signature Page (appendix S), Appendix H – Student Teaching Attendance Record – Due 5/2/11
	Calendar & Semester Schedule	Personal Data Sheet Update & Receipt of Student Teaching Handbook Due - Monday, January 24, 2011 Midterm Grades Due - Wednesday, March 9, 2011 Detailed 15 week schedule (pages 9-11) Split Placement – Monday, March 14, 2011 TWS topic due to eCampus - Friday, February 11, 2011 TWS final submission due to eCampus – Friday, April 15, 2011
	Seminars	Educators Career Day - Wednesday, March 9, 2011 Spring Symposium – Friday, April 15, 2011 Required: Seven Seminars: Five Focus Group Seminars, Classroom Environment Seminar, & Interviewing Tips Seminar (dates to be announced early in semester) Monday, May 2, 2011 – Spring 2011 Certification Meeting
	Praxis Subbing	Praxis Updates Recent change to the State Board of Education regulations pertaining to substitute teaching requirements
	NCATE Mentoring & Partnerships Report of the Governor's Task Force on Higher Education	Program reports due March 2011; next site visit, spring 2012
	Procedures	Communication / early notification

		Commissioner Distinguished Teaching Award
	 Email	All forms to <a href="mailto:teaching@monmouth.edu">teaching@monmouth.edu</a> separate e-mail for each student teacher's observations, reports, etc.) Monmouth email accounts
	 Partnership for 21 <sup>st</sup> Century Skills	4 Cs – communication, collaboration, creativity, and critical thinking integrated with technology; Educational Leadership Articles
	 Cooperating Teacher	Cooperating Teacher Progress Assessments: Week 5 ( Appendix K) Due week of February 21, 2011 Week 12 (Appendix L) Due week of April 11, 2011
	 Early Field Placements/Seminars	Professionalism; Community Service; Differentiated Instruction esp.ESL & Special Education; Resumes
	 Questions/Concerns	
<b>Notes</b>		

# University Supervisors Spring 2010 Year End Gathering

May 06, 2010  
3:00 pm  
Monmouth University  
The Club Dining Room

## Agenda

- ✚ Welcome
- ✚ Employment of student teachers
- ✚ New Jersey Distinguished Student Teacher Award Update
- ✚ End of Semester Paperwork
- ✚ Certification/Licensing
- ✚ New Programs
- ✚ Foliotek
- ✚ School Of Education Cookbook of Original Recipes
- ✚ Susan A. Young Scholarship Award
- ✚ Early Field Placements
- ✚ NCATE Update
- ✚ Fall 2010 – Counts & Calendar
- ✚ SOE Gift Auction – March 23, 2011













## Additional Information


Notes:





## University Supervisors Fall 2010 Orientation Meeting

Tuesday, August 31, 2010 - 1:00 p.m.		Magill Commons (The Club), Rooms 107, 108 & 109
Agenda		
	 Welcome	
	 Handbook	Updated – Delivery to Principals School Principals – Ambassadors Reflections ( pages 18 - 20) Changes to Handbook
	 Forms	Lesson Plans University Supervisor Observation (Appendix D) TWS – Self Evaluation, TWS (Appendix G) Signature Page (Appendix S); Travel Vouchers (\$.50 per mile)
	 Calendar & Semester Schedule	Due – Friday, 9/10/ 10 Personal Data Sheet Update & Receipt of Student Teaching Manual Detailed 15 week schedule (pages 9-11)
	 Seminars	Friday, October 22, 2010 – Literacy Symposium Required: Five Focus Group Seminars & Interviewing Seminar Friday, 12/17/10 – Fall 2010 Certification Meeting
	 Praxis	
	 NCATE	Program reports due March 2011; next site visit, spring 2012
	 Procedures	Communication / early notification Commissioner Distinguished Teaching Award
	 Email	All forms to <a href="mailto:teaching@monmouth.edu">teaching@monmouth.edu</a> separate e-mail for each student teacher's observations, reports, etc.) Monmouth email accounts
	 eCampus	Students should check weekly
	 Cooperating Teacher	Cooperating Teacher Progress Assessment Due: Week 5 (Appendix K) and Week 12 (Appendix L) Handbook: eCampus(pg.91);Paperwork dates (pg.97)
	 Early Field Placements/Seminars	Professionalism; Community Service; Differentiated Instruction esp.ESL& Special Education; Resumes

	 Questions/Concerns	
<b>Notes</b>		



# University Supervisors Spring 2010 Midterm Meeting

March 15, 2010  
10:00 a.m.  
Monmouth University  
The Club



## Agenda

	Welcome	
2	<b>Scholarship Gift Auction</b> <ul style="list-style-type: none"><li>- Emailed everyone about this event.</li><li>- Also there is a blue envelope included in the packet about the event.</li><li>- Beverly Schweiker &amp; Doris Meyer spoke about Susan Young.</li></ul>	
3	<b>Calendar</b> <ul style="list-style-type: none"><li>- Split placement starts today.</li><li>- Remember if students have missed more than 3 days they will need to add days at the end of the student teaching semester.</li><li>- Certification Meeting is scheduled for May 3, 2010.</li></ul>	
4	<b>Spring Symposium</b> <ul style="list-style-type: none"><li>- Is on Friday, April 23, 2010.</li><li>- Remember student teachers &amp; their cooperating teachers can attend at a discounted rate \$25.00.</li></ul>	
5	<b>eCampus Course Management System and Articles</b>	
1	<b>Mid-term Grade Submissions</b> <ul style="list-style-type: none"><li>- Thank you for the Midterm grades that were sent to Pat Heaney</li></ul>	
6	<b>Supervisor Reports</b> <ul style="list-style-type: none"><li>- All reports are to be sent via email to <a href="mailto:teaching@monmouth.edu">teaching@monmouth.edu</a>.</li></ul>	
7	<b>Cooperating Teacher Paperwork</b> <ul style="list-style-type: none"><li>- We have been receiving the cooperating teacher 5 week paperwork in the office.</li><li>- Renee Bell will be mailing out the missing cooperating teacher paperwork at the end of the week.<ul style="list-style-type: none"><li>o As per request of the supervisors – they would like to receive a list of the missing cooperating teacher paperwork via email.</li></ul></li><li>- In a couple of weeks, Renee will be contacting the supervisors about the split placement teachers to find out who gets what professional development hours.</li></ul>	
5	<b>TWS Submission to eCampus</b> <ul style="list-style-type: none"><li>- Students need to post their final TWS on eCampus.</li></ul>	

	- Extension for the TWS will be done on a case by case basis. Just let the office know.	
8	TWS Evaluation Forms	
8	Final Evaluation - Chris Borlan will be sending via email to all the supervisors.	
9	Student Teacher Attendance Form - Students must bring the completed form to the Certification Meeting on 5/3/10.	
10	Supervisor Intent Form - Enclosed in the packets to be filled out for Fall 2010. - Pat informed the supervisors that we have a very low number of students who will be going out in the Fall 2010. We have more students going out in Spring 2011.	
	Employment of Student Teachers	
13	Distinguished Student Teacher Award - We are working on selecting the top 3 students to submit to the state.	
11	TWS - Ginny Huang came and gave a power point presentation to the supervisors. See the power point handout in the packet.	
12	Mentoring and Partnership Update - Keyport has just been added on as another partnership school district.	
15	Seminar Groups Update	
14	Early Field Placements - Marta Jahn will be contacting supervisors about the early field placements. - She was able to hand out some the placements at the meeting.	
	Supervisor Suggestions/Experiences - Difference in the Undergrad vs. MAT prep for student teaching. - Pat sent an article from the New York Times to supervisors via email to read. - Eatontown is now going to require the student teachers to have their sub license. - Career Day - - - Mnn n n o There were fewer districts that attending this year. o Some districts did not show due to budget cuts that are happening in the state.	

<b>Additional Information</b>		
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# University Supervisors Spring 2010 Meeting

January 19, 2010  
1:00 p.m.  
The Club



## Agenda

- ✦ Welcome
- ✦ Spring '10 Handbooks
- ✦ Calendar
- ✦ Spring Symposium
- ✦ eCampus Course Management System
- ✦ Mid-term Grade Submissions
- ✦ Supervisor Reports
- ✦ Cooperating Teacher Paperwork
- ✦ Focus Group Seminars
- ✦ TWS
- ✦ Final Evaluation
- ✦ Student Teacher Attendance Form
- ✦ Substitute Licensing
- ✦ Employment of Student Teachers
- ✦ Distinguished Teacher Award
- ✦ Praxis
- ✦ Early Field Placements
- ✦ NCATE, Mentoring, and Partnerships
- ✦ Supervisor Suggestions / Experiences

## Additional Information

Notes:

# University Supervisors Fall 2009 Midterm Meeting

October 19,2009  
10:00 a.m.  
Monmouth University  
The Club



## Agenda

- ✚ Welcome
- ✚ NCATE
- ✚ Calendar changes/additions
- ✚ Literacy Symposium
- ✚ eCampus Course Management System and Articles
- ✚ Mid-term Grade Submissions
- ✚ Supervisor Reports
- ✚ Cooperating Teacher Paperwork
- ✚ TWS Submission to eCampus
- ✚ TWS Evaluation Forms
- ✚ Final Evaluation
- ✚ Student Teacher Attendance Form
- ✚ Supervisor Intent Form
- ✚ Employment of Student Teachers
- ✚ Distinguished Student Teacher Award
- ✚ Praxis Scores, Highly Qualified, Licensing, Graduation Application
- ✚ Mentoring and Partnership Update
- ✚ Seminar Groups Update
- ✚ Early Field Placements
- ✚ Supervisor Suggestions/Experiences
- ✚ Surveys

## Additional Information

Notes:





# University Supervisors Fall 2009 Orientation Meeting



Tuesday, September 1, 2009 - 1:30 p.m. Magill Commons (The Club), Rooms 107, 108 & 109

## Agenda

	Welcome	New Supervisors
	Handbook	Updated – Delivery to Principals School Principals – Ambassadors Reflections ( pages 16- 19) Changes to Handbook
	Forms	Lesson Plans University Supervisor Observation (Appendix D) TWS – Self Evaluation, TWS (Appendix G) Signature Page (Appendix S)
	Calendar & Semester Schedule	Due – Friday, 9/11/ 09 Personal Data Sheet Update & Receipt of Student Teaching Manual Revised & detailed 15 week schedule (pages 9-11)
	Seminars	Friday, October 23, 2009 –Literacy Symposium Four Required Focus Group Seminars Thursday, 12/17/09 – Fall 2009 Certification Meeting
	Travel Voucher	Currently: \$.55 cents per mile
	Outlook Web Access	New look (How To), MS Office 2007 available
	Procedures	Start date – extend semester (15 weeks) Communication / early notification Commissioner Distinguished Teaching Award
	Email	All forms to <a href="mailto:teaching@monmouth.edu">teaching@monmouth.edu</a> separate e-mail for each student teacher’s observations, reports, etc.) Monmouth email accounts
	eCampus	Students should check weekly
	Cooperating Teacher	Cooperating Teacher Progress Assessment Due: Week 5 (Appendix K) and Week 12 (Appendix L) eCampus (Handbook, page 82)

	 Early Field Placements	Supervisor's Role
	 Questions/Concerns	
<b>Notes</b>		

# University Supervisors Spring 2009 Year End Gathering

May 06, 2009  
3:00 pm  
Monmouth University  
The Club Dining Room

## Agenda

- ✚ Welcome
- ✚ Employment of student teachers
- ✚ New Jersey Distinguished Student Teacher Award Reception
- ✚ University Supervisor Evaluation of Cooperating Teacher
- ✚ Certification/Licensing
- ✚ New Programs
- ✚ Final Evaluations and Foliotek
- ✚ Conference Signature Page
- ✚ Susan A. Young Scholarship Award Reception
- ✚ Early Field Placement Supervisor Report
- ✚ NCATE Fall '09 Visit
- ✚ Fall 2009 Calendar

## Additional Information

Notes:





# University Supervisors Spring 2009 Midterm Meeting

March 12, 2009  
10:00 a.m.  
Monmouth University  
The Club



## Agenda

- ✚ Welcome
- ✚ Calendar changes/additions
- ✚ Educators' Career Day
- ✚ Spring Symposium
- ✚ eCampus Course Management System
- ✚ Mid-term Grade Submissions
- ✚ Supervisor Reports
- ✚ Cooperating Teacher Paperwork
- ✚ TWS Submission to eCampus
- ✚ TWS Evaluation Forms
- ✚ Final Evaluation
- ✚ Student Teacher Attendance Form
- ✚ Supervisor Intent Form
- ✚ Employment of Student Teachers
- ✚ Distinguished Teacher Award
- ✚ Praxis Scores, Highly Qualified,  
Licensing, Graduation Application
- ✚ Mentoring and Partnership Update
- ✚ Supervisor Suggestions / Experiences
- ✚ Early Field Placements
- ✚ Seminar Groups Update
- ✚ Candidate Disposition Survey

## Additional Information

Notes:
















# University Supervisors Spring 2009 Orientation Meeting



Tuesday, January 20, 2009 - 1:30 p.m. Magill Commons (The Club), Rooms 107, 108 & 109

## Agenda

	 Welcome	New Supervisors/Returning Supervisors
	 Handbook	Delivery to Principals who did not receive them in Fall School Principals – Ambassadors Changes/Updates to Handbook
	 Forms	Lesson Plans University Supervisor Observation (Appendix D) TWS – Self Evaluation, TWS (Appendix G), SS TWS Signature Page (Appendix S)
	 Calendar	Personal Data Sheet Update & Receipt of Student Teaching Manual Due Monday, January 26, 2009
	 Seminars	Wednesday, March 11, 2009 - Educators Career Day Friday, April 17, 2009 – Spring Symposium Monday, May 4, 2009–Spring 2009 Certification Mtg.
	 Travel Voucher	Currently: \$.55 cents per mile
	 Code changes	
	 Procedures	Start date – extend semester (15 weeks)(volunteers) Communication / early notification Commissioner Distinguished Teaching Award 2009
	 Email	All forms to <a href="mailto:teaching@monmouth.edu">teaching@monmouth.edu</a> separate e-mail for each student teacher’s observations, reports, etc.) Monmouth email accounts
	 eCampus	Students should check weekly
	 Cooperating Teacher	Cooperating Teacher Progress Assessment Due: Week 5 (Appendix K) and Week 12 (Appendix L) eCampus (Handbook, page 73) to MUS to office
	 Early Field Placements	Supervisor’s Role
	 Questions/Concerns	
<b>Notes</b>		



**University Supervisors  
Fall 2008  
Midterm Meeting  
October 15, 2008**










- Welcome
- Office Reorganization
  - Office Locations- Upgrades SOE Building
  - Dr. Terri Rothman, Associate Dean
  - Dr. Jason Barr, Chair ELSE
- Calendar changes/additions
  - Spilt placement- Oct. 27<sup>th</sup>
- Fall Symposium
  - Encourage symposium
  - Bring Flyers to Schools
- eCampus Course Management System
- Mid-term Grade Submissions
  - MAT grades do not show- however on mt report
  - MU Supervisor Obs. Forms
    - § Adjust #'s (Grades)
- Supervisor Reports
  - Thank you
- Cooperating Teacher Paperwork
- TWS Submission to eCampus
  - Topics all are in
    - § Submission of finished
      - Please notify students they might have to submit it in 2-3 parts (large documents have trouble uploading to eCampus)
    - § Suggest that they do not wait until the last day to do so in case they have technical difficulties
    - § Setup a date (one week before due) to avoid any problems.
- TWS Evaluation Forms
  - Send out within the next two weeks
- Final Evaluation
- Student Teacher Attendance Form
  - Supervisor should sign at last visit
  - Student must bring it to certification meeting
- Supervisor Intent Form
  - On back of form please give us any feedback on Ct's/Schools/School Districts
- Employment of Student Teachers
  - Can NOT work during ST (as a substitute) can work after Dec with sub cert.
- Distinguished Teacher Award
- Praxis Scores, Highly Qualified, Licensing, Graduation Application

- Fall 2008- everyone has met test requirements
- Spring 2009- Currently waiting for test results on 20 students
  - § Results from Sept. test mailed yesterday from ETS
- P&H test-
  - § 8 students from Fall 2008 contacted via email yesterday
    - Need to make an appointment with me to take the test
    - Will copy supervisors if needed to remind students if necessary
- Early Field Placements
  - If placed in ST schools can MUS check on students
- Mentoring and Partnership Update
  - Middletown & Tinton falls
  - Mentoring
    - § Barnegat, Jackson, Hazlet
    - § Starting in Tinton Falls
- Supervisor Suggestions / Experiences
  - Have students address dispositions in weekly reflections
  - Suggestion
  - Obs. Form at first visit- request students to complete a self-evaluation

# University Supervisors Spring 2009 Year End Gathering

May 06, 2009  
3:00 pm  
Monmouth University  
The Club Dining Room

## Agenda

- |  |                                                                                                                                            |
|--|--------------------------------------------------------------------------------------------------------------------------------------------|
|  |  Welcome                                                  |
|  |  Employment of student teachers                           |
|  |  New Jersey Distinguished Student Teacher Award Reception |
|  |  University Supervisor Evaluation of Cooperating Teacher  |
|  |  Final Evaluations and Foliotek                           |
|  |  Conference Signature Page                              |
|  |  Susan A. Young Scholarship Award Reception             |
|  |  Early Field Placement Supervisor Report                |
|  |  Fall 2009 Calendar                                     |

## Additional Information

Notes:





**University Supervisors  
Spring 2008  
Midterm Meeting  
February 26, 2008**

- Welcome
  - New Supervisors
    - § Eileen Corbran
    - § Stephanie Kohn
    - § Helen Hymanson
- Calendar changes/additions
  - March 7- Backup Grades CB
  - May Grad date changed to 20th
- Educators' Career Day
  - 2 dates, remind ST's
  - Excused absence
  - Must sign in with ST office staff
  - Prep session
- Spring Symposium
  - Flyers PDH
- eCampus Course Management System
- Mid-term Grade Submissions
  - Grades- Midterm Forms- teaching @ Monmouth.edu
  - Email is ok- forms later
  - MAT Final Grade- Less B (trouble)
- Supervisor Reports
- Cooperating Teacher Paperwork
  - Update the office
- TWS Submission to eCampus
- TWS Evaluation Forms
- Final Evaluation
  - Individualized by student
  - Within the next couple of weeks
  - Same deal as midterm
- Student Teacher Attendance Form
  - Supervisor should sign at last visit
  - Student must bring it to certification meeting 5/5
- Supervisor Intent Form
  - Please complete and return to us.
- Employment of Student Teachers
  - Pressure to get hired
- Distinguished Teacher Award
  - Goes through the Dean's office
  - Currently reviewing suggestions

- Only 3 can be submitted to the DOE
- Happens at the end of March
- ALL who are nominated will receive acknowledgement from Dean's Office not just the three who get sent to the state.
- Praxis Scores, Highly Qualified, Licensing, Graduation Application
  - Commencement is 5/20/08
- Mentoring and Partnership Update
  - New Partnership- Middletown
  - Mentoring
    - § Hazlet- 1<sup>st</sup> year
    - § Barnegat and Jackson- 2<sup>nd</sup> years
- Supervisor Suggestions / Experiences
  - Need supporting documentation if problem arises.
  - Ruth Churchill is interested in teaching ed classes
  - Ed Coldren- HS assignments
    - § With Midterms and HSP testing has had trouble observing- due to scheduling
      - Min 2 obs grade/sup. Decision
      - Use week 5- input from CT
  - W. Reynolds- Dress code issues
    - § Sweatshirt day/jeans day
    - § Faculty as role models?
    - § Supervisors must take hard line- Dress for Professionalism
  - Derioan
    - § Increase pay for supervisors
      - Other Universities pay more
      - What is the process?
  - L. Romeo
    - § Still trying to get adjunct pay raises
    - § Hopefully in September
- Early Field Placements
  - Need an Orientation for early field to discuss any issues

**University Supervisors  
Spring 2008  
Orientation Meeting  
January 22, 2008**

- Welcome
  - New Supervisors
- Handbook
  - Delivery to Principals who did not receive them in Fall
  - School Principals – Ambassadors
  - Changes to Handbook
- Forms
  - University Supervisor Observation (Appendix D)
  - Signature Page (Appendix S)
- Calendar
  - Personal Data Sheet Update & Receipt of Student Teaching Manual  
Due Monday January 25, 2008
    - § From students can drop it off or mail it in
- Seminars
  - March 12, 2008- Educators Career day
    - § Job fair
  - April 18, 2008- spring symposium
    - § Highly recommended
  - May 5, 2008- Certification Mtg.
    - § Students can go to all of the above as an excused absence but  
MUST be present to get credit for the day.
- Travel Voucher
  - Currently: \$.50 cents per mile
- Outlook Web Access
  - § New Look (how to)
- Procedures
  - Start date – extend semester (15 weeks)
  - Communication / early notification
  - Commissioner Distinguished Teaching Award 2009
    - § Nominees should be over and above A student
- Email
  - All forms to [teaching@monmouth.edu](mailto:teaching@monmouth.edu) separate e-mail for each student teacher's observations, reports, etc.)
  - Monmouth email accounts- should be sent out soon if new
- eCampus
  - Students should check weekly
- Cooperating Teacher

- Cooperating Teacher Progress Assessment Due: Week 5 (Appendix K) and Week 12 (Appendix L)
  - eCampus (Handbook, page 82)
- Early Field Placements
  - Supervisor's Role
- Questions/Concerns

# University Supervisors Fall 2008 Orientation Meeting



Tuesday, August 26, 2008 - 1:30 p.m. Magill Commons (The Club), Rooms 107, 108 & 109

## Agenda

	<ul style="list-style-type: none"> <li>✚ Welcome</li> </ul>	New Supervisors
	<ul style="list-style-type: none"> <li>✚ Handbook</li> </ul>	Updated – Delivery to Principals School Principals – Ambassadors Changes to Handbook
	<ul style="list-style-type: none"> <li>✚ Forms</li> </ul>	Lesson Plans University Supervisor Observation (Appendix D) TWS – Self Evaluation, TWS (Appendix G) Signature Page (Appendix S)
	<ul style="list-style-type: none"> <li>✚ Calendar</li> </ul>	Due – Friday, 9/5/ 08 Personal Data Sheet Update & Receipt of Student Teaching Manual
	<ul style="list-style-type: none"> <li>✚ Seminars</li> </ul>	Friday, October 24, 2008 –Literacy Symposium Monday, 12/15/08 – Fall 2008 Certification Meeting
	<ul style="list-style-type: none"> <li>✚ Travel Voucher</li> </ul>	Currently: \$.58 cents per mile
	<ul style="list-style-type: none"> <li>✚ Outlook Web Access</li> </ul>	New look (How To), MS Office 2007 available
	<ul style="list-style-type: none"> <li>✚ Procedures</li> </ul>	Start date – extend semester (15 weeks) Communication / early notification Commissioner Distinguished Teaching Award
	<ul style="list-style-type: none"> <li>✚ Email</li> </ul>	All forms to <a href="mailto:teaching@monmouth.edu">teaching@monmouth.edu</a> separate e-mail for each student teacher’s observations, reports, etc.) Monmouth email accounts
	<ul style="list-style-type: none"> <li>✚ eCampus</li> </ul>	Students should check weekly
	<ul style="list-style-type: none"> <li>✚ Cooperating Teacher</li> </ul>	Cooperating Teacher Progress Assessment Due: Week 5 (Appendix K) and Week 12 (Appendix L) eCampus (Handbook, page 73)
	<ul style="list-style-type: none"> <li>✚ Early Field Placements</li> </ul>	Supervisor’s Role
	<ul style="list-style-type: none"> <li>✚ Questions/Concerns</li> </ul>	
<b>Notes</b>		



# University Supervisors Fall 2007 Midterm Meeting

October 17, 2007  
10:00 a.m.  
Monmouth University  
The Club



## Agenda

- ✚ Welcome
- ✚ Office Reorganization
- ✚ Calendar
- ✚ Fall Symposium
- ✚ eCampus Course Management System
- ✚ Mid-term Grade Submissions
- ✚ Supervisor Reports
- ✚ Cooperating Teacher Paperwork
- ✚ TWS Submission to eCampus
- ✚ TWS Evaluation Form
- ✚ Final Evaluation
- ✚ Student Teacher Attendance Form
- ✚ Supervisor Intent Form
- ✚ Employment of Student Teachers
- ✚ Distinguished Teacher Award
- ✚ Praxis Scores
- ✚ Early Field Placements
- ✚ Mentoring and Partnership Update
- ✚ Supervisor Suggestions / Experiences

## Additional Information

Notes:














**University Supervisors  
Spring 2007  
Year End Gathering**

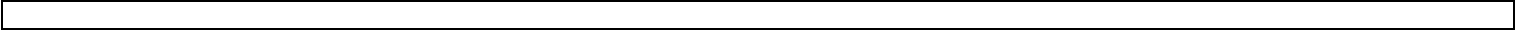
**May 10, 2007  
3:00 pm  
Monmouth University  
The Club Dining Room**

**Agenda**

-  Welcome
-  Employment of student teachers
-  Observation Form
-  University Supervisor Evaluation of Cooperating Teacher
-  Final Evaluation
-  Conference Signature Page
-  Distinguished Teacher Award
-  Fall Calendar
-  Thank you

**Additional Information**

Notes:



# University Supervisors Orientation Meeting



January 16, 2007  
1:00 pm  
Club Dining Room

## Agenda

	✚ Welcome	
	✚ Manual	Standards Scoring Guides
	✚ Forms	University Supervisor Observation Cooperating Teacher Progress Assessment
	✚ Calendar	Due – 01/26/07 Personal Data Sheet Update & Receipt of Student Teaching Manual
	✚ Seminars	03/14/07 – Educators Career Day 03/23/07 – Spring Symposium 04/30/07 – Certification Meeting
	✚ Travel Voucher	Increase to 48 cents per mile
	✚ Outlook Web Access	
	✚ Procedures	
	✚ Email	All forms to <a href="mailto:teaching@monmouth.edu">teaching@monmouth.edu</a> Monmouth email accounts
	✚ eCampus	
	✚ Questions/Concerns	

## Notes

