BOSTON COLLEGE
OFFICE OF PRACTICUM EXPERIENCES & TEACHER INDUCTION
THE CAROLYN A. LYNCH AND PETER S. LYNCH SCHOOL OF EDUCATION

Graduate Assistant Supervisor
Fall 2018-Spring 2019

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<tr>
<th>Full Assistantship</th>
<th>Half Assistantship</th>
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<tr>
<td>20 hrs/week, 12-14 students</td>
<td>10 hrs/week, 6-8 students</td>
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<td>15 credits &amp; stipend</td>
<td>7.5 credits &amp; stipend</td>
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Eligibility is based on teaching experience with a minimum of three years preferred.

Primary Responsibilities: Two days per week at schools

◆ Supervisor of Pre-practicum student teachers
  ✔ Site Visit
  ✔ Observation and written feedback
  ✔ Respond to Inquiry Journals
  ✔ Support Teacher Candidate in linking to co-requisite courses
  ✔ Final written reports, including summative evaluations
  ✔ Paperwork for certification
  ✔ Mandatory attendance at orientation and all bi-weekly and/or monthly meetings (Weds)
  ✔ Mandatory attendance at all elementary and/or secondary ELL project training Sessions, Lesson planning and Classroom Management Modules each semester

◆ Liaison to the school site for Placement Coordinators
  ✔ VISIT the school site prior to Teacher Candidates arrival
  ✔ Follow-up with site after Teacher Candidates leave to receive feedback on programs and accept requests for placements in subsequent semesters
  ✔ On-site two full days per week, including a Tuesday and/or Thursday
  ✔ Connect with Full Practicum Program Supervisors and Full Practicum Teacher Candidates at the site to support the Community of Learners cluster model

◆ Link to Teacher Education Faculty
  ✔ Support connection between theories of course content with field based experiences in the Pre-practicum, connecting with Teacher Education Faculty Member(s)

The Graduate Assistantship for Supervision officially begins September 1st and ends May 31st

◆ Pre-practicum Program Supervisor’s schedule follows the Modified Administrative Calendar dates provided by the university and available in the Practicum Office
◆ The Full assistantship requires a combined commitment of 20 hrs per week at BC or the school site. Half assistantships require 10 hrs per week.
◆ Graduating Pre-practicum Program Supervisors will complete the assistantship the Friday before commencement.
Orientation / Professional Development

◆ All Pre-practicum Program Supervisors will participate in three days of orientation the week before classes begin in the Fall and in-service workshops in early September under the direction of the Assistant Director.

◆ On-going support will be provided at mandatory bi-weekly supervisor meetings and additional workshops for professional development as directed.

Guideline of Schedule of Pre-practicum Program Supervisors' Responsibilities
The following guidelines reflect the Pre Practicum Syllabus Teacher Candidate requirements.

◆ Linking Theory and Practice
  ➤ Assist Teacher Candidates w/connecting their methods course requirements w/their practicum requirements
  ➤ Spend 2 full days per week, **including Tuesday and/or Thursday**, in your assigned schools

◆ Inquiring into Practice
  ➤ With P1s: facilitate and participate in PIRT sessions
  ➤ With P1s/P2s/P3s: facilitate and participate in weekly on-site Quality Conversations
  ➤ Assist with onsite pre-practicum Academic Language Projects
  ➤ Participate in Focused Observations with Teacher Candidates
  ➤ Respond to Teacher Candidate journal entries

◆ Supervising in the Field Experience
  ➤ Review Teacher Candidate *Student Background Information Form*
  ➤ Review lesson plans for formal lessons
  ➤ Plan in-school activities for Teacher Candidates
  ➤ Assist Teacher Candidates with coordination of in-class and Pre-Practicum assignments
  ➤ Assist Teacher Candidates with completing Elementary or Secondary Academic Language Project and review project sheet with each Teacher Candidate
  ➤ **Make weekly informal visits to classrooms to observe student teacher interactions**
  ➤ Conduct post lesson conferences, including Supervising Practitioner when possible
  ➤ Monitor development of portfolio during the course of the pre-practicum
  ➤ **Notify Practicum Office of Red Flags – Teacher Candidates who are not appropriately meeting the expectations/requirements**
  ➤ Complete state forms documenting growth and development of Teacher Candidates
  ➤ Complete personal journal entries

◆ Bilingual Experience/Ability
  ➤ With the growing number of bilingual programs and ELL classrooms with which BC has partnerships, it is helpful (not required) to have bilingual Program Supervisors or Program Supervisors with significant ELL teaching experience

Evaluation

◆ Pre-practicum Program Supervisors are evaluated by Teacher Candidates, the Assistant Director, and Core Staff or School of Education staff members who are working with them on special projects.

Application / Re-application (see next page to apply)

◆ A Practicum Office application is available for distribution. The Assistant Director is responsible for Interviewing Program Supervisor candidates and making recommendation to the Associate Dean. Re-application is distributed to all Program Supervisors and recommendations for returns are made to the Assistant Director and to the Associate Dean
**APPLICATION FOR GRADUATE ASSISTANTSHIP for SUPERVISION OF STUDENT TEACHERS**

Directions: Please return this application with a copy of your resume to the Office of Practicum Experiences and Teacher Induction, Campion Hall #102 (prac@bc.edu)

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**PERSONAL:**

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**SUPERVISION PREFERENCE:**

- Early Childhood (PreK-3)  
- Elementary (1-6)  
- Secondary  
- Other: ___________________________

**CERTIFICATIONS YOU NOW HOLD:**

- Type: ___________________________  
- State: _______________

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**BOSTON COLLEGE ACADEMICS:**

| Degree Program: | ___________________________ |
| Advisor: | ___________________________ |
| Finish Date/Semester: | _______/_______ |
| Will you be doing your own field assignment: | YES  
NO |
| Number of courses to enroll in each semester: | FALL:_________  
SPRING:_________  
If yes, Pre-Practicum or Full Practicum |

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**QUALIFICATIONS:**

- On a separate piece of paper:
  - Please describe what characteristics you possess that would make you an effective supervisor for student teachers preparing for a career in teaching
  - Include whether or not you can speak any additional languages and describe your experience working with ELL students
  - Describe your hobbies or special interests and skills

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**REFERENCES:** - Name, Title, Phone Number/Email

1. ___________________________
2. ___________________________
3. ___________________________

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Revised 2/2018
MM