University Supervisor Orientation
Ramona Wood Building Room 218
Tuesday, August 28, 2012
2:00 PM

1) Student Files - Insurance Receipt, Autobiographies, Rubrics, CT Credit Forms, Online Submission Instructions
2) Supervision List/District Calendars
3) Supervision Calendar
4) JSU University Supervisor Paperwork Checklist
5) Travel Forms – 55.5 cents per mile
6) Internship Synopsis for CTs
   • Employed interns must have a CT (principal or designee)
   • Get contact information from the CTs
   • Share your contact info and my contact info
   • Encourage communication with you regarding any concerns – this is a high-stakes semester culminating in graduation; volunteer to be the “bad guy”; the sooner you are aware of issues the better able we will be to make corrections
   • Send electronic copies of Synopsis to all CTs
   • Send electronic copies of handbook to any who want them
7) Recency Form
8) ED 496/596 (Instead of meeting each class…one meeting with USs)
9) Interns Need To Turn In:
   • Time Sheet
   • Absence Form