

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