

CSU Chico School of Education

Education Specialist Credential Program Supervision Roadmap

This document is intended to give all supervisors a clear understanding of the supervision process and expectations. Please use this as a guiding document providing you with suggested pacing, tools, and steps to successfully facilitate a meaningful field experience placement for our teaching candidates.

For more detailed information, please refer to the [Supervision Orientation](#) document and our [Supervision Training Video](#) (note: all docs linked to CSUC box will require you to use your university authentication).

More information and documents can be found in the [Supervision Toolbox](#)

In the toolbox, you will find:

- Handbooks and Rubrics
- Credential Program Forms (for supervisors and candidates)

Protocol for Observations:

1. Schedule each observation with the Teaching Candidate and Cooperating Teacher or LST/DES at least one week in advance. Observations can be conducted live in person, live via Zoom, or recorded through Go React.
2. Require a detailed lesson plan at least 24 hours in advance (see [UDL Lesson Plan](#) template in toolbox). Review lesson plan before observation and give feedback on lesson plan after observation.
3. Conduct observation during one class period.
 - a. Use [CORE Observation Record](#) to record notes and assess progress (see toolbox). Complete this document in detail and provide candidate a copy.
 - b. Use [CORE Rubric](#) as a guiding document for assessment.
4. Debrief observed lesson within 24 hours of observation (approx. 30-45 min.)
 - a. Review observation rubric
 - b. Celebrate successes
 - c. Identify growth areas
 - d. Cooperating Teacher or LST/DES should be invited but not required

Recommended Supervision Pacing Schedule:

*Weeks align to CSU Chico semester calendar

*All documents listed below should be named by teaching candidate's last name and name of document (ex: Smith Observation One)

Thursday before CSU Chico semester begins	<p>Practicum Preparation Meeting (PPM) Supervision Breakouts</p> <ul style="list-style-type: none"> ● First meeting with assigned teaching candidates (TC) <ul style="list-style-type: none"> ○ Send intro letter to TC and Cooperating Teacher (CT) or Local Support Teacher (LST) or District Employed Supervisor (DES) prior to meeting (suggested letter) ○ Suggested meeting agenda
Weeks 1-2	<p>Initial Conference</p> <ul style="list-style-type: none"> ● Meet & Greet with TC and CT <ul style="list-style-type: none"> ○ See Initial Conference Checklist (in toolbox) ○ Build relationship and trust with TC and CT or LST/DES ○ Discuss co-teaching and co-planning opportunities
Weeks 3-4	<p>First Observation</p> <ul style="list-style-type: none"> ● Need: <ul style="list-style-type: none"> ○ Daily Lesson Plan from TC ○ CORE Observation Record ○ CORE Rubric
Weeks 5-7	<p>Second & Third Observations (possible Go React format)</p> <ul style="list-style-type: none"> ● Need: <ul style="list-style-type: none"> ○ Daily Lesson Plan from TC ○ CORE Observation Record ○ CORE Rubric
Week 6	<p>Progress Monitor Check-in</p> <ul style="list-style-type: none"> ● Meet with all TC's you supervise to check in on progress, offer support, exchange notes, etc.
Weeks 7-8	<p>Mid-Semester Conference</p> <ul style="list-style-type: none"> ● TC & CT must be in attendance ● Assess TC using CORE-TPE-Disposition Evaluation ● Use CORE, TPE, & Dispositions Rubrics found in toolbox <ul style="list-style-type: none"> ○ Best Practices: <ul style="list-style-type: none"> ■ Send evaluation form and rubrics to TC & CT in advance ■ Assess TC collaboratively
Week 9	<p>Fourth Observation (possible Go React format)</p> <ul style="list-style-type: none"> ● Need: <ul style="list-style-type: none"> ○ Daily Lesson Plan from TC ○ CORE Observation Record

	<ul style="list-style-type: none"> ○ CORE Rubric
Weeks 10-11	<p>Fifth Observation (possible Go React format)</p> <ul style="list-style-type: none"> ● Need: <ul style="list-style-type: none"> ○ Daily Lesson Plan from TC ○ CORE Observation Record ○ CORE Rubric
Weeks 12-13	<p>Sixth Observation</p> <ul style="list-style-type: none"> ● Need: <ul style="list-style-type: none"> ○ Daily Lesson Plan from TC ○ CORE Observation Record ○ CORE Rubric
Week 14	<p>Culminating Conference</p> <ul style="list-style-type: none"> ● Use Culminating Conference Checklist ● TC & CT must be in attendance ● Assess TC using CORE-TPE-Disposition Evaluation ● Use CORE, TPE, & Dispositions Rubrics found in toolbox <ul style="list-style-type: none"> ○ Best Practices: <ul style="list-style-type: none"> ■ Send evaluation form and rubrics to TC & CT in advance ■ Assess TC collaboratively ● Collect Docs from TC ● P1: <ul style="list-style-type: none"> ○ Clinical Practice Task Checklist ○ Teaching Self-Evaluation ● P2 and Interns 3 and 4: <ul style="list-style-type: none"> ○ Induction Individual Development Plan (IDP) ● Interns: <ul style="list-style-type: none"> ○ Intern Requirement Checklist & Activity Log
Week 15	<p>Supervision Document Submission</p> <ul style="list-style-type: none"> ● Submit all documents in TC folders found in Supervision Box folders. ● Record CORE-TPE-Disposition Evaluation scores in STEPS (Instructions for completing these tasks will be sent at a later date)

*All required documents will be submitted to supervision box (access to box file will be granted early in the semester). Tutorial for submitting documents [here](#).

****Helpful tip:** To be more efficient, your mid-semester conference w/ your supervisees can be completed during the same visit as your 3rd or 4th observation. Likewise, your culminating conference can be completed right after your final (6th) observation visit.