

CSU Chico School of Education

Single Subject 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 (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 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 [Daily 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 (50 min. minimum).
 - 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 should be invited but not required

Additional Requirements

- **P1 Candidates: Field Journal** (see guidelines [here](#))
- **P2 Candidates: CalTPA Performance Assessment**

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	Practicum Preparation Meeting (PPM) Supervision Breakouts <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) prior to meeting (suggested letter)○ Suggested meeting agenda○ Sample slides for meeting
Weeks 1-2	Initial Conference <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○ Emphasize co-teaching and co-planning
Weeks 3-4	First Observation <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	Second & Third Observations (possible Go React format) <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	Cluster Meeting <ul style="list-style-type: none">● Meet with all TC's you supervise together to check in on progress, offer support, exchange notes, etc.
Weeks 7-8	Mid-Semester Conference <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	Fourth Observation (possible Go React format)

	<ul style="list-style-type: none"> ● Need: <ul style="list-style-type: none"> ○ Daily Lesson Plan from TC ○ CORE Observation Record ○ 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 ○ Verification of Field Journal ● P2: <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. Name documents 3 ● 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 after week 2). Tutorial for submitting documents [here](#).