

## **Procedures of Student Teacher Observations for University Supervisors**

### **First Observation**

- Call/email the student teacher to reconfirm the observation time and date
- Wear PNC badge and sign in at office during all school visits
- Introduce yourself to administration and personnel and thank them for hosting a student teacher
- Ask cooperating teacher to teach the class after observations so you can conference with the student teacher and give immediate feedback

### **Pre-Observation**

- Call/email the student teacher to reconfirm the observation time and date
- Review the Student Teacher Observation Forms from the previous visit. Review effective teaching strategies and suggestions for improvement.

### **Observation**

- Student teacher should have a lesson plan ready for you when you begin the observation
- Observe student teacher's demeanor (calm, poised, confident)

### **Instruction**

- Read/follow the lesson plan as the student teacher is instructing
- Does the student teacher follow the plans?
- Use the Student Teaching Observation forms to guide your observation write up
- Use the Effective Teaching Strategies portion of the Student Teaching Observation forms to help document areas for improvement/excellence

### **Management**

Does the student teacher:

- Wait for students to put things away and show that they are ready before beginning instruction?
- Stop teaching to correct student behavior issues?
- Teach and manage at the same time?
- Walk about the room or remain in one place?
- Wear the appropriate/professional attire?

### **After the Observation**

- Find a "free" space to conference with the student teacher
- Begin with positive feedback about the lesson/teaching style/management
- Itemize suggestions for improvement (one-two suggestions- no more at one time)
- Ask about professional/personal rapport with the cooperating teacher
- Ask student teacher about any problems/conflicts that may need to be addressed

### **When to Contact PNC**

- Please contact Dr. Covault, [jcovault@pnc.edu](mailto:jcovault@pnc.edu), or Tara Wiltfong, [twiltfon@pnc.edu](mailto:twiltfon@pnc.edu), as soon as a concern or problem becomes evident. It is imperative that any problems/concerns are addressed as soon as possible!