Field Supervisor

James I. Perkins College of Education

Stephen F. Austin State University

2017-2018
James I. Perkins College of Education Stephen F. Austin State University Educator Preparation Program

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# Field Supervisor Handbook

## Table of Contents

- **Staff and Contact Information**  
  Page 2
- **Table of Contents**  
  Page 3
- **Welcome Letter**  
  Page 4
- **Texas Administrative Code Definitions**  
  Pages 5-6
- **College of Education Calendar**  
  Pages 7-10
- **Field Supervisor Responsibilities**  
  Page 11
- **Clinical Teacher/Intern Responsibilities**  
  Page 12
- **Participation Attendance and Schedules**  
  Page 13
- **Verification Rosters and Grading Information**  
  Pages 14-16
- **LiveText FEM**  
  Pages 17-25
- **Ethics and Dispositions**  
  Pages 26-34
- **Professional Dispositions, Intervention and**  
  Pages 35-39
- **FAQ’s and Clinical Teaching Experiences and Reflections**  
  Pages 40-43
- **Travel Reimbursement for Field Supervisors of Clinical Teachers**  
  Pages 44-47
- **PBIC Field Supervisor and Intern Information**  
  Pages 48-51

*The information enclosed is accurate at the time of compilation; however, policies are subject to change based on state and university guidelines. Staff in The Office of Assessment and Accountability can help guide you through the processes of observations. For the most up to date information, check the website at [www.sfasu.edu/education](http://www.sfasu.edu/education), 936.468.1064*
Field Supervisor:

The Stephen F. Austin State University Educator Preparation Program is deeply grateful for the opportunity to collaborate with you in preparing the next generation of educators for the state of Texas! We value you as an important extension of our work with teacher candidates on the public school campuses across the state. As the liaison between institutions, you are a critical component, and a key source of information for the Clinical Teacher and Cooperating Teacher. Your experience and knowledge is an asset to all involved in this important process. As the 2016-2017 year progresses, please keep us informed on how best to support you in this endeavor.

This handbook will serve as a reference and should answer many of the questions you might have about procedures for supervising clinical teachers. While it is our hope that the provided information and forms serve as a beneficial resource to you, please do not ever hesitate to contact us personally with questions, ideas, or concerns.

All of the contact information for the staff members connected with the EPP are listed on the first page of this handbook. We want to make this experience meaningful for our students as well as our valuable partners; field supervisors, cooperating teachers and their schools. Thank you again for your part in this important piece of the teacher education experience at Stephen F. Austin State University.

Sincerely,

Dr. Christina Sinclair
Associate Dean
Office of Assessment and Accountability
Texas Administrative Code Definitions

Clinical Teaching:
A supervised educator assignment through an educator preparation program at a public school accredited by the Texas Education Agency (TEA) or other school approved by the TEA for this purpose that may lead to completion of a standard certificate; also referred to as clinical teaching.

Cooperating Teacher:
For a clinical teacher candidate, an educator who is collaboratively assigned by the educator preparation program (EPP) and campus administrator; who has at least three years of teaching experience; who is an accomplished educator as shown by student learning; who has completed cooperating teacher training by the EPP within three weeks of being assigned to a clinical teacher; who is currently certified in the certification category for the clinical teaching assignment for which the clinical teacher candidate is seeking certification; who guides, assists, and supports the candidate during the candidate's clinical teaching in areas such as planning, classroom management, instruction, assessment, working with parents, obtaining materials, district policies; and who reports the candidate's progress to that candidate's field supervisor.

Field Supervisor:
A currently certified educator hired by the educator preparation program, who preferably has advanced credentials, to observe candidates, monitor their performance, and provide constructive feedback to improve their effectiveness as educators.

Internship:
A paid supervised classroom teacher assignment for one full school year at a public school accredited by the Texas Education Agency (TEA) or other school approved by the TEA for this purpose that may lead to completion of a standard certificate. An internship is successful when the field supervisor and supervising campus administrator recommend to the EPP that the candidate should be recommended for a standard certificate.
Mentor:
For an internship candidate, an educator who is collaboratively assigned by the campus administrator and the educator preparation program (EPP); who has at least three years of teaching experience; who is an accomplished educator as shown by student learning; who has completed mentor training by an EPP within three weeks of being assigned to the intern; who is currently certified in the certification category in which the internship candidate is seeking certification; who guides, assists, and supports the candidate during the internship in areas such as planning, classroom management, instruction, assessment, working with parents, obtaining materials, district policies; and who reports the candidate’s progress to that candidate's field supervisor.

Professionalism:
Clinical Teachers adhere to Texas Educators Code of Ethics and Standard Practices for Texas Educators, to SFA policies for university students, to the EPP Professional Dispositions and to the policies of the school where they are assigned.

School Day:
If not referring to the school day of a particular public or private school, a school day shall be at least seven hours (420 minutes) each day, including intermissions and recesses.
Stephen F. Austin State University  
James I. Perkins College of Education  

INTERN / CLINICAL TEACHING CALENDAR  

2017-2018  

FALL SEMESTER  

Clinical Teaching Orientation August 23, 2017  
First Day on Clinical Teaching Campus August 28, 2017  
Last Day of First Placement (if split placement only) October 13, 2017  
First Day of Second Placement (if split placement only) October 16, 2017  
Last Day of Clinical Teaching December 7, 2017  
Teacher Job Expo & Celebration of Clinical Teachers December 8, 2017  
SFA Norton HP  
8:30-12:00  

Observation Schedule:  

Split Assignment Schedule:  

Round one of observations:  
Recommended completion date for first informal observation: September 8, 2017  
Recommended completion date for first formal observation: September 29, 2017  
Recommended completion date for second formal observation: October 13, 2017  

Round two of observations:  
Recommended completion date for second informal observation: October 27, 2017  
Recommended completion date for third formal observation: November 17, 2017  
Recommended completion date for fourth formal observation: December 8, 2017  

Single Assignment Schedule:  

Recommended completion date for first informal observation: September 8, 2017  
Recommended completion date for first formal observation: September 29, 2017  
Recommended completion date for second formal observation: October 20, 2017  
Recommended completion date for second informal observation: November 10, 2017  
Recommended completion date for fourth formal observation: December 8, 2017
Award Nomination Deadlines:

Deadline for Secondary Exemplary Clinical Teacher Nomination  November 1, 2017
Deadline for Olds Family Award (EC-6 or MLG) Nomination  November 10, 2017
Deadline for Outstanding Field Supervisor Nomination  November 26, 2017
Deadline for Outstanding Cooperating Teacher Nomination  November 26, 2017

Midpoint Submission of Travel Forms:  October 24, 2017
Final Submission of Travel Forms:  December 16, 2017
Deadline for Grades Posted to my SFA  December 20, 2017
All Assessments Due in LiveText  January 1, 2018
Final Closing Date for FEM  January 1, 2018
Stephen F. Austin State University
James I. Perkins College of Education

INTERN / CLINICAL TEACHING CALENDAR

2017 - 2018

SPRING SEMESTER

Clinical Teaching Orientation January 5, 2018
First Day on Clinical Teaching Campus January 8, 2018
Last Day of First Placement (If split placement only.) March 9, 2018
First Day of Second Placement (If split placement only.) March 19, 2018
Last Day of Clinical Teaching May 4, 2018
Job Fair & Celebration of Clinical Teachers TBA, SFA Norton HPE, 9:00-12:30

Observation Schedule:

Split Assignment Schedule:

Round one of observations:
Recommended completion date for first informal observation: January 19, 2018
Recommended completion date for first formal observation: February 9, 2018
Recommended completion date for second formal observation: March 9, 2018

Round two of observations:
Recommended completion date for second informal observation: March 30, 2018
Recommended completion date for third formal observation: April 13, 2018
Recommended completion date for fourth formal observation: May 4, 2018

Single Assignment Schedule:

Recommended completion date for first informal observation: January 19, 2018
Recommended completion date for first formal observation: February 9, 2018
Recommended completion date for second formal observation: March 2, 2018
Recommended completion date for second informal observation: March 23, 2018
Recommended completion date for fourth formal observation: May 4, 2018
Award Nomination Deadlines:

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<tr>
<th>Nomination</th>
<th>Deadline</th>
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<tr>
<td>Secondary Exemplary Clinical Teacher Nomination</td>
<td>March 1, 2018</td>
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<tr>
<td>Olds Family Award (EC-6 or MLG) Nomination</td>
<td>April 6, 2018</td>
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<tr>
<td>Outstanding Field Supervisor Nomination</td>
<td>April 15, 2018</td>
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<tr>
<td>Outstanding Cooperating Teacher Nomination</td>
<td>April 15, 2018</td>
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</tbody>
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<table>
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<tr>
<th>Event</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Midpoint Submission of Travel Forms</td>
<td>March 20, 2018</td>
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<tr>
<td>Final Submission of Travel Forms</td>
<td>May 12, 2018</td>
</tr>
<tr>
<td>Grades Posted to my SFA</td>
<td>May 16, 2018</td>
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<tr>
<td>All Assessments Due in LiveText</td>
<td>May 26, 2018</td>
</tr>
<tr>
<td>Final Closing Date for FEM</td>
<td>May 26, 2018</td>
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</tbody>
</table>
The Field Supervisor represents the SFA Educator Preparation Program (EPP) in the partnership for teacher preparation with the Cooperating Teacher. While the daily guidance of the Clinical Teacher is the responsibility of the Cooperating Teacher, the oversight of the experience is the responsibility of the Field Supervisor. The Field Supervisor prepares the Clinical Teacher for the experience, monitors the experience through regular observation visits, serves as a resource, and evaluates lessons and the total experience. The Field Supervisor interprets university policies that apply to clinical teaching, and he/she is the liaison between the Office of Assessment and Accountability and the Clinical Teacher. Expectations for the SFA Field Supervisor include the following:

- Follow the SFA calendar for clinical teaching and do not approve deviations for students until consulting with the Cooperating Teacher.
- Attend the mandatory Field Supervisor Orientation and meet with assigned Clinical Teachers.
- Obtain and information about teaching dates and hours, and ensure that clinical teachers adhere to these.
- Conduct regular observation visits including a pre and post-observation conference with the Clinical Teacher after each visit.
- Share contact information with clinical teachers for ease of communication.
- IMMEDIATELY document any problems using the Professional Dispositions, Intervention, and Program Continuation Policy and Form, and assist with problem solving.
  - Communicate any issues with the Office of Assessment and Accountability.
  - Help facilitate resolution of issues, using the Professional Dispositions, Intervention, and Program Continuation Policy
  - Recommend for reassignment or early withdrawal when failure becomes evident.
- Conduct a final evaluation with the Clinical Teacher and Cooperating Teacher/Mentor.
- Make sure that the campus principal (or designee) receives a copy of evaluations.
- Submit the assigned grade and submit the final evaluations within mySFA and LiveText on or before SFA’s grades due date.
- Enter Clinical Teacher and Intern data into LiveText, within the Field Experience Module (FEM)
- Accurately report mileage associated with observations, and submit by designated due date.
Stephen F. Austin State University
James I. Perkins College of Education

Clinical Teacher Responsibilities

• Communicate with Field Supervisor and Cooperating Teacher on a regular basis in person and via email and provide an overview of the week (i.e. concerns, difficulties, successes).
• Actively participate in on-line clinical teaching course, including the T-TESS module (due within the first two weeks of assignment).
• Complete Mental Health Training and submit certificate of completion in LiveText FEM (due within the first two weeks of assignment).
• Submit lesson plans to Cooperating Teacher and Field Supervisor in LiveText FEM.
• Complete required assignments as requested from Field Supervisor.
• Attend Teacher Career Fair/Job Expo

PBIC Intern Responsibilities

• Meet with Mentor weekly and document on the FEM Time Log.
• Communicate with Field Supervisor on a regular basis in person and via e-mail
  ○ Provide an overview of the week (i.e., concerns, difficulties, successes)
• Interns should provide copies of appraisals to Field Supervisor
• Inform Principal (or designee) about the TEA Principal Survey
  ○ Standard 2 of the TEA Accountability System is linked to the Principal Survey
  ○ Principals will complete a survey on all First through Third year teachers.

Additional information is located in the Clinical Teaching Handbook that can be found online at:

http://www.sfasu.edu/education
Participation: Attendance, Daily Schedules and Substitute Teaching

Attendance

Clinical Teachers are required to maintain the same daily schedule as the Cooperating Teacher (which includes professional assignments that extend beyond the normal school day). Please note: Approval for the release of a clinical teacher from attendance is the responsibility of the Cooperating Teacher and the Field Supervisor, and may involve the Clinical Teaching Coordinator. It is NOT at the discretion of the SFA Clinical Teacher to determine Attendance policies. An Absentee Form is at the back of this handbook, should you choose to use it.

Absences

Clinical Teachers should call the school prior to an absence. All absences beyond two must be made up. Any absences exceeding five as per the syllabus will result in failing clinical teaching. Arriving early/staying late does not accrue nor can the time be used in place of an absence. Clinical teachers are expected to complete a form of absence approval with their Field Supervisor and Cooperating Teacher. In addition, they are expected to log all absences into their LiveText FEM time log with activity stating the absence.

Substituting: Clinical Teachers may serve as substitute teachers only after successfully completing six weeks of clinical teaching. They may substitute for a maximum of five days: 2 days unpaid followed by 3 days paid, as approved by the district. While subbing within their assigned classroom, the clinical teacher must still have another qualified teacher nearby acting as their cooperating teacher in place of the absence of their assigned cooperating teacher.

Evaluation (Also refer to syllabus)

Clinical Teacher evaluation is a cooperative task shared by the Clinical Teacher, the Field Supervisor, and the Cooperating Teacher/Mentor. Much of the evaluation by the Cooperating Teacher/Mentor is informal, and thus, the Clinical Teacher may gain direction for action from brief, daily evaluations. The Field Supervisor will complete a lesson evaluation during each visit.

The Field Supervisor uses the T-TESS Formal/Informal Observation rubrics provided to evaluate each lesson he/she observes. A pre and post observation conferences must accompany each observation.

During the Field Supervisor’s final visit, the Clinical Teacher, the Cooperating Teacher/Mentor and the Field Supervisor confer on the final grade. The Field Supervisor submits a grade of “P” (pass) or “F” (fail). If unsuccessful, clinical teaching may be repeated only once.
Verification Rosters
and
Grading Information
Verification of Class Rosters

As a University Field Supervisor/Adjunct Faculty Member, you are REQUIRED to complete class rosters as per the instruction of the Registrar’s Office. There are strict deadlines to be met, which will be emailed to your SFA email account between the 1st and 12th class days (be checking this regularly).

Attendance is defined by physical attendance or participation in an academically related activity such as submission of an assignment, examination, or participation in-group or online discussion. Instructors may use key assessment points of such projects, papers, discussions, etc. as benchmarks for participation.

1. The Office of the Provost has indicated that all students who have never attended nor participated must be marked according to the following guidelines. (Field Supervisors must note attendance for all coursework associated with the Clinical Teachers’ campus assignment(s))
   - If the student attended class OR has routinely logged in and participated for web-based courses, no action relative to that specific student is necessary.
   - If the student has not been attending class OR has not logged in and participated in web-based courses, click the “Never Attended” box next to the student’s name.

   REMEMBER: by clicking the “Never Attended” box, you are indicating that you have not had any contact with this student during this class (Clinical Teaching Assignment). A check in the “Never Attended” box does not mean the student is present.

2. If a student has been attending and their name does NOT appear on your official roster, please immediately contact the Clinical and Field Placement Coordinator then instruct the student to go to the Registrar’s Office to reconcile their registration (this needs to be done in an urgent timely manner!)

3. Instructors of record must make Official Attendance Roster submissions for each class they are teaching. The Registrar’s submission deadline is 5:00 PM by the date emailed from the Registrar’s Office.

By submitting the online Official Attendance Roster information, you are confirming official documents. Please make sure the information you are providing is correct.

If you mark a student as “Never Attended” by mistake and the student has attended, click on the Attendance Re-Verification link located on the Faculty Services tab in Self-Service Banner and complete the online form.

For any questions and/or concerns, contact: The Registrar’s Office
Phone: 936.468.2501
registrar@sfasu.edu
Assigning Course Grades Using T-TESS

Grade of P (Passing):

Formal lesson planning and additional assignments have been completed in a timely manner, and the Teacher Candidate has been conscientiously and consistently meeting professional responsibilities throughout the semester. Reflections indicate that the Teacher Candidate thinks about his/her teaching practices in specific detail, weighing options, utilizing resources, and growing in professional judgment.

Initially, Teacher Candidates are usually rated “Improvement Needed” or “Developing” on most indicators.

Teacher Candidates are expected to have moved from “Improvement Needed” to “Developing” or higher ratings on most indicators by the second or third observation.

Teacher Candidates who are receiving a majority of “Improvement needed” ratings prior to the second half of the clinical teaching semester will receive a Program Continuation Form and must have a growth plan in place before beginning the second half of clinical teaching.

Teacher Candidates who have not moved from “Improvement Needed” to “Developing” and then onto “Proficient” or higher ratings on most indicators by the end of the semester will not receive a grade of P (passing).

Grade of F (Failing):

Assignments inconsistently turned in, or requiring multiple reminders in order for completion are cause for a grade of F. Reflections describe teaching situations with little analysis of why events happen or why students respond in the ways they do, and what the clinical teacher could have done differently (learning from the experience). The clinical teacher focuses on external authority instead of developing professional judgments.

Teacher Candidates who are receiving a majority of “Improvement needed” ratings must have a growth plan in place before beginning the second placement. Teacher Candidates who are receiving a majority of “Improvement needed” ratings at the end of the semester will not pass.

Failing clinical teaching is also the consequence when a clinical teacher is asked to leave a field assignment by a school system or the SFA EPP field supervisor removes him/her. Under some circumstances, the Teacher Candidate may have the option of receiving an “I” (Incomplete). This is handled on a case-by-case basis by the EPP Professional Educator’s Council in consultation with the school system/partner district.

The grades described above should be used to communicate with the Teacher Candidate holistically about his/her progress.
Instructions to Complete Online Form Entries

Entering Grades within mySFA

You will be notified by email regarding the date you being entering grades for each semester.

Procedure

1. Go to the SFA Website at http://www.sfasu.edu
2. Click on mySFA - enter your username and password
3. Go to the “Advisor “ tab located at the top of the page
4. Click on “Self Service Banner” link
5. Click on “Faculty Services”
6. Under Faculty, click on “Final Grades”
7. Enter the semester
8. Select Submit
9. Class list will appear
10. Be sure to check every class listed with the drop down arrow key

If the emailed deadline is not met for entering grades within mySFA, this will result in the student receiving a withheld within their clinical teaching courses. A withheld typically prevents the student from graduating, delays their final degree being conferred and delays processing time for them to receive their physical teaching certification. If you miss the deadline, you will be required to submit a Grade Change Form immediately. If you are intending to not pass a student, please send documentation of reasoning to the the Office of Assessment and Accountability as soon as the problems occur.
LiveText FEM
LiveText Field Experience Module (FEM)

If you have any questions/problems, please contact livetext@sfasu.edu

* You must have a LiveText account and access to the Field Experience Module (FEM) to complete clinical teaching/intern supervision forms.

LiveText Registration:

1. Go to www.livetext.com
2. Click on Purchase/Register
3. Click on Register Membership
4. Complete the steps for registration
5. The faculty key code is 7F7CC9A
6. Enter your FACULTY ID # (Not your SS#)

LiveText – Stephen F. Austin State University – Contact Information

Joe Strahl Rm212, McKibben Education Building livetext@sfasu.edu 936-468-3825

Completing Supervision Forms and Entering Data:

For every student you will complete a rubric for, or approve the following within the LiveText FEM:

1. Approve Time Log hours for orientation, observations, and any absences
2. Mental Health Training Certificate (student uploads, Field Supervisor verifies completion on the Clinical Teaching Completion Checklist)
3. Online T-TESS Module Completion Screenshot (student uploads, Field Supervisor verifies completion on the Clinical Teaching Completion Checklist)
4. T-TESS Teacher Goal Setting and Professional Development Template (student uploads, Field Supervisor verifies completion on the Clinical Teaching Completion Checklist)
5. Final Dispositions by Field Supervisor (rubric)
6. Final Dispositions by Candidate (student completes, Field Supervisor verifies completion on the Clinical Teaching Completion Checklist)
7. Program Evaluation by Candidate (student completes, Field Supervisor verifies completion on the Clinical Teaching Completion Checklist)
8. T-TESS Informal/ Formal Observation (rubric for each observation)
   - Single Assignment
     - First orbs – T-TESS Informal Observation
     - Second through fourth orbs – T-TESS Formal Observation
   - Split Assignment
     - For each of the two placements:
       - First obs. – T-TESS Informal Observation
       - Second and third – T-TESS Formal Observation
9. Pre and Post-Observation Conference assessment (Field Supervisor completes)
10. Addendum for the student’s particular field of study (rubric; only if is noted per their program)

You will need to notify the Cooperating Teacher to complete the following in FEM for each placement:

1. Final Dispositions by Mentor-Cooperating Teacher
2. Candidate Performance Evaluation by Mentor-Cooperating Teacher

* The Field Supervisor should either print or email each T-TESS Formal Observation rubric and provide copies to the Principal and Cooperating/Mentor teacher.
1. Login to LiveText (https://www.livetext.com).

2. Click on the “Field Experience” tab in the top left corner of your screen. *Note: if for some reason You do not see this tab email livetext@sfasu.edu.

3. You will see a new page containing your student’s names and some of their placement Information. *Note: LiveText terminology states “Internship” regardless of student. Please disregard.

4. Click on “View Placement Details” on the far right of your screen.
5. You will see a series of boxes:

- **Box 1: Placement Details** - Contains that particular student’s placement information (student, mentor, site, etc.)

- **Box 2: Assessments** - Contains all assessments associated with this student’s placement.

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<tr>
<th>Task</th>
<th>Description</th>
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<tr>
<td>Students need to complete the following:</td>
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<tr>
<td>o Program Evaluation by Candidate</td>
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<tr>
<td>o Final Candidate Dispositions by Candidate</td>
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<tr>
<td>Mentor/Cooperating teacher needs to complete the following:</td>
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<tr>
<td>o Final Dispositions by Mentor-Cooperating Teacher</td>
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<tr>
<td>o Candidate Performance Evaluation by Mentor-Cooperating Teacher</td>
<td></td>
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<tr>
<td>o Addendum (depending on student’s certification area)</td>
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<tr>
<td>Field Supervisor needs to complete following:</td>
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<tr>
<td>o Final Dispositions by Field Supervisor</td>
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<tr>
<td>o T-TESS Pre and Post Observation Conference Informal/Formal (rubrics for each observation)</td>
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<tr>
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<td>Single Assignment</td>
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<td>o First orbs – T-TESS Informal Observation</td>
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<td>o Second through fourth orbs – T-TESS Formal Observation</td>
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<tr>
<td>o Second and third – T-TESS Formal Observation</td>
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-Box 3: **Time Log** - Contains a time log where students will need to enter the following:

- Orientation
- First contact with Field Supervisor
- First and last day on campus
- Absences
- Make-up dates

These entries will need to be approved (within FEM) by you (Supervisors).

To approve Time Log entries (see image below), check the boxes under “Approve” and to the right of the time log entry. Then, click “Approve Hours” below the entries. These will need to be approved before the completion of their clinical teaching.

*Note: students are allowed only two absences (every two late arrivals or dismissals = one absence). Every absences after that will need to be made up. After five absences, the student will fail.

![Time Log Table]

-Box 4: **Attachments** – By the end of the assignment, the following attachments should be included:

- Mental Health Training – Texas Behavior Support Initiative (TBSI) certificate of completion
- T-TESS D2L Module (screenshot of grade book with 5 quiz grades)
- Lesson plans for each observation
- T-TESS – Teacher Goal Setting and Professional Development Template

*Note: If you are not seeing Box 4, it is because the student has not uploaded anything.
6. To complete assessments, click on “Begin Assessment” in Box 2 for any grading rubric.

7. You will see a grading rubric named “T-TESS Informal Observation Informal 1”.

8. Evaluate the student by clicking on the appropriate section (Exceeds, Meets, Does Not Meet, and N/A).

9. You must add a comment and the date and length of visit to the comment box at the top, but you can choose to comment on individual sections of the rubric by clicking “Add”.
10. If you are not completely finished filling out the rubric and wish to come back to it late, click “Save”.

11. If you are completely finished filling out the rubric, click “Submit Assessment”.

12. You will now see the assessment as completed.

13. Follow steps 6-11 for all assignments.
Ethics and Dispositions
Texas Administrative Code Chapter 247
Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose. The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

Enforceable Standards.

(I) Professional Ethical Conduct, Practices and Performance.

A. Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

B. Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

C. Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

D. Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

E. Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

F. Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

G. Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

H. Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility based on professional qualifications.
I. Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

J. Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

K. Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

L. Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

M. Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

(2) Ethical Conduct toward Professional Colleagues.

A. Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

B. Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

C. Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

D. Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

E. Standard 2.5. The educator shall not discriminate against or coerce a colleague based on race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

F. Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

G. Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.
(3) Ethical Conduct toward Students.

A. Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

B. Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

C. Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

D. Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student based on race, color, gender, disability, national origin, religion, family status, or sexual orientation.

E. Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

F. Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

G. Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

H. Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

I. Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

   I. the nature, purpose, timing, and amount of the communication;

   II. the subject matter of the communication;

   III. whether the communication was made openly or the educator attempted to conceal the communication;

   IV. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

   V. whether the communication was sexually explicit; and whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student
The Council for Accreditation of Educator Preparation (CAEP) defines professional dispositions as “the habits of professional action and moral commitments that underlie an educator’s performance” (INTA SC Model Core Teaching Standards, p. 6.). At SFA, we are committed to preparing educators whose professional dispositions reflect the core values of the Perkins College of Education, therefore professional educator candidates admitted to the educator preparation are expected to exhibit the following:

- **Academic excellence.** This is demonstrated by:
  
  - critical, reflective, and creative thinking
  - full and responsible engagement in coursework
  - strong communication skills

  The following characteristics are indicative of the necessary professional dispositions in this area to be admitted to educator preparation:

  ✓ I regularly attend my classes, and I am on time.
  ✓ I am prepared for class.
  ✓ I actively participate.
  ✓ I accept input from others and ask questions when I do not understand.
  ✓ I submit quality assignments on time.
  ✓ I exhibit strong communication skills.
  ✓ I seek to extend my learning beyond the classroom.
  ✓ I am willing to examine, question and develop my own ideas about presented information.

- **Potential for becoming a life-long learner.** This is demonstrated by:

  - establishing habits of mind representative of a professional educator

  The following characteristics are indicative of the necessary professional dispositions in this area to be admitted to educator preparation:

  ✓ I display curiosity and interest in my studies.
  ✓ I seek to learn more about being a professional educator.
  ✓ I engage in learning beyond the minimum requirements of the course.
  ✓ I use professional resources to enhance knowledge.
  ✓ I am committed to continuous learning after the completion of my degree.
  ✓ I am committed to continuous experiential learning and development related to my career.
• **Collaboration and shared decision-making.** This is demonstrated by:
  
  - working effectively with peers on group projects
  - engaging in constructive dialogue in classes
  - responding positively to feedback from instructors
  - using positive conflict resolution strategies

  The following characteristics are indicative of the necessary professional dispositions in this area to be admitted to educator preparation:

  ✓ I seek out and consider other points of view.
  ✓ I am skilled at using direct and indirect communication with others.
  ✓ I am skilled at assessing direct and indirect communication with others.
  ✓ I receive feedback or criticism from others in a professional manner and use this information for improvement.
  ✓ I value and contribute to the group process.

• **Openness to new ideas, diversity, innovation, and change.** This is demonstrated by:

  - positivity to working with ALL people, in new and different situations
  - consideration of other ideas and points of view
  - embracing change

  The following characteristics are indicative of the necessary professional dispositions in this area to be admitted to educator preparation:

  ✓ I treat everyone with respect.
  ✓ I seek to understand those who are not like me.
  ✓ I recognize my own biases.
  ✓ I consider new ideas in support of my growth as a professional educator.
  ✓ My actions indicate that I respect others’ different viewpoints and invite others to safely share their views.

• **Integrity, responsibility, diligence, and ethical behavior.** This is demonstrated by:

  - knowledge of and adherence to the Texas Educators’ Code of Ethics (TAC Title 19, Part 7, Chapter 242, Rule 247.2)
  - knowledge of and adherence to the SFA Student Academic Dishonesty Policy (4.1)

  The following characteristics are indicative of the necessary professional dispositions in this area to be admitted to educator preparation:
✓ I understand what constitutes ethical and professional behavior.
✓ I recognize and approach situations with an understanding of ethical responsibility.
✓ I behave ethically and professionally at all times.
✓ I accept responsibility for my actions.
✓ I maintain confidentiality.

- **Service that enriches the community.** This is demonstrated by:
  - seeking opportunities to serve children / youth / families / community
  - seeking opportunities to serve the campus
  - seeking opportunities to serve the profession

The following characteristics are indicative of the necessary professional dispositions in this area to be admitted to educator preparation:

✓ I use my time and talents to serve in a way that enriches my professional growth and benefits others.
✓ I consciously make connections and create relationships with others in the community.
Illegal Clinical Teaching Practices

- Taking alcoholic beverages or firearms onto school campuses, either in personal belongings or in vehicles
- Making sexual advances to students, faculty, or staff, or asking a student for a date, even if the student is over the age of 18.
- Inappropriate touching of students in your classroom. Discuss school policy regarding this with your Cooperating teacher.
- Using school resources or materials for personal use (i.e. taking projector for home use, copying personal materials, taking school stationery for personal use, etc.)

Inappropriate Clinical Teaching Behaviors

- Making direct contact with media about school activities or events
- Inviting guest speakers without permission from cooperating teacher
- Planning field-trips before discussing with cooperating teacher
- Making arrangements for parent conferences without approval of cooperating teacher
- Criticizing school district, faculty, or students in the community
- Gossiping about students, teachers, or any other school affiliated person, the curriculum, or policies and procedures
- Using incorrect grammar
- Telling inappropriate ethnic jokes
- Following an inappropriate chain of command (i.e., complaining to the principal before talking with the teacher)
- Leaving campus without proper authority
- Leaving campus without permission of cooperating teacher
- Writing lesson plans or using the computer for personal reasons during class time is not permitted. You should be using that time to observe your cooperating teacher and/or to work with students.
Digital Professionalism

• Always use cell phones/text in compliance with local school policy.

• **Do not take pictures of students.**

• Facebook, Twitter, Instagram, Snapchat (All social networking sites) – posting or social networking during school hours is unacceptable; student teachers are not permitted to friend students or parents. It is NEVER okay to post pictures or remarks regarding students, parents or faculty on social networking sites.

• Emailing – emailing students and parents should be for professional or school-related issues ONLY if instructed and overseen by your Cooperating Teacher (it is never okay for personal reasons).

• Professional communication and demeanor is the hallmark of a good student teacher.

• Remember that you should not discuss your personal life or any aspect of your life that could call your behavior into question. This includes attention to any information you may have posted on the World Wide Web (i.e., Instagram, Facebook, Twitter, Snapchat etc.) or an email address that could be detrimental to your character.
Professional Dispositions, Intervention, and Program Continuation Policy
The Perkins College of Education Educator Preparation Program (EPP) is responsible for preparing candidates who have the required knowledge, skills, and professional dispositions to become effective educators. Educator preparation providers establish and monitor attributes and dispositions beyond academic ability that candidates must demonstrate at admissions and during the program (CAEP Standard 3.3, 2016).

Prior to admission to the EPP, during coursework, and in campus and field experiences, faculty will assess the candidate’s demonstration of these professional dispositions and provide feedback to facilitate progress.

Within any education or major area course, should a candidate demonstrate unsatisfactory professional dispositions, the following procedure will be followed:

1. Faculty members work with all candidates using informal attempts to change behaviors that include but are not limited to the following: providing guidance, observation, anecdotal records, differentiated instruction, and meetings with the student.

2. If the concern is not resolved, the candidate will be referred to the Departmental Program Continuation Review Panel. The Departmental Program Continuation Review Panel is comprised of the Department Chair, the Program Coordinator, and faculty appointed by the Department Chair, including but not limited to the faculty member reporting the unsatisfactory dispositions. This panel will interview the candidate and complete a Candidate Program Continuation Plan.

3. If the concern is not resolved, the candidate will be referred to the Professional Educators’ Program Continuation Review Panel. This panel is comprised of at least three members from the Professional Educator’s Council, including but not limited to the Associate Dean of Student and Faculty Affairs and faculty members with at least one representative from the student’s program and at least one representative from an outside department. The Professional Educators’ Program Continuation Review Panel will interview the candidate and determine:
   a. If the candidate may continue in the program and meet conditions established by the panel, or
   b. The candidate has not demonstrated satisfactory improvement in accordance with the Candidate Program Continuation Plan and is removed from the Educator Certification Program.
4. Candidates may appeal the decision of the Professional Educators’ Program Continuation Review Panel to the Dean of the College of Education within five class days. The following documentation is required:
   a. Copy of Candidate Program Continuation Plan
   b. Formal letter with supporting evidence as to why the candidate should not be removed for the Educator Certification Program.
   c. The dean will respond in a timely manner.
   d. Any further appeal will follow policy A-2: Academic Appeal and begin at step 4.

For instances where the educational learning environment is threatened, the candidate may be removed from the classroom pending prompt review by the Professional Educators’ Program Continuation Review Panel. (Policy D-34: Student Discipline)
All Stephen F. Austin State University candidates seeking educator certification are informed that the *Educator Preparation Handbook* and individual departments set forth requirements for prospective educators and the expectations held for all educators. *The purpose of this continuation form is to inform you that the following professional dispositions are not being met or are deficient as indicated:*

**In the SFA Classroom:**
- Poor Punctuality
- Poor work quality
- Dominates class discussion / group activities
- Volatile / overly emotional
- Lack of participation in class activity
- Assignments not returned in a timely manner
- Inappropriate behavior that distracts or disrupts the class
- Poor attendance
- Negative attitude
- Inappropriate comments
- Missing assignments
- Inattentiveness (sleeping, texting, etc...)
- Hostility to instructor
- Lack of interest
- Failure to meet class requirements
- Hygiene issues
- Unable to accept criticism
- Unacceptable language
- Cheating / Plagiarism
- Lack of empathy / interest in teaching
- Other:

**At the Practicum / Clinical Teaching Site:**
- Lack of integrity in professional performance
- Poor punctuality
- Poor attendance in classes and field placement
- Poor adherence to hours required of cooperating teachers
- Inconsistent daily preparation to teach
- Unacceptable language with children / youth
- Requires excessive guidance
- Displays non-professional behavior
- Evidence of cheating
- Inappropriate social interaction with pupils / teachers
- Inappropriate physical contact with pupils / teachers
- Failure to be open to new ideas
- Displays hostilities toward teachers
- Failure to interact with all learners
- Lack of interest in teaching
- Lack of empathy, interest, or care for students
- Lack of self-control in the classroom setting
- Volatile / overly emotional reactions under stress
- Deficient in instructional skills
- Lack of knowledge of content
- Does not participate in public school campus activities
- Refusal to accept constructive suggestions
- Does not work well with others
- Displays negative attitudes
- Does not take initiative in group projects / work
- Dominates group discussion / activities
- Does not complete individual assignment/work for group project
- Unable to interact effectively with children/youth collaboration
- Ineffective use of written / oral language
- Hygiene issues
- Does not willingly help other candidates
- Failure to implement constructive suggestions
- Other:
**Goals to be** | **Activities to facilitate improvement** | **Evidence to determine improvement** | **Timeline** | **Follow of notes** | **Date Complete**
---|---|---|---|---|---
1. | | | | | 
2. | | | | | 
3. | | | | | 

Candidate Demonstrated Satisfactory Improvement

Satisfactory Improvement by Candidate was not demonstrated;

*Referred to Professional Educator’s Program Continuation Review Panel*
Frequently Asked Questions, Clinical Teaching Experiences and Reflections
Forms: Frequently Asked Questions

Question: Whom can I ask for help entering information into LiveText?
Answer: All questions may be directed to livetext@sfasu.edu

Question: Do I turn in all of the forms?
Answer: YES! Please submit all documentation as required in the LiveText field Experience Module (FEM). The Texas Education Agency requires in the Texas Administrative Code that “The field supervisor shall document instructional practices observed, provide written feedback through an interactive conference with the candidate, and should provide a copy of the written feedback to the candidate’s campus administrator. Informal observations and coaching shall be provided by the field supervisor as appropriate.”

All copies of evaluations will be available to the Clinical Teacher, Cooperating Teaching, Campus Administrator, and The Office of Assessment and Accountability through LiveText FEM. A copy should be made available to the campus administrator (in most cases the principal), either in hard copy or through email.

Question: Who gets copies of the formal observation forms?
Answer: 1. Student (available in LiveText FEM)
2. Field Supervisor (available in LiveText FEM)
3. Principal (or designee) – (available in LiveText FEM, by email or hard copy)
Clinical Teaching Experiences

During clinical teaching, it is important to get as many experiences as possible and to reflect upon how one would handle these experiences in the future during your first teaching assignment. The following is a list of experiences clinical teachers may want to work into the clinical teaching experience. It is advisable to try to engage in as many as is feasible. Ten would be a good target number to achieve. Once a candidate has completed each experience, they may reflect upon it using the following format and submit the reflection in LiveText FEM.

Experiences:
ARD (Admission, Review, and Dismissal) Committee Meeting
Campus Planning Meeting
Counselor’s Office Observation
Department/Team Meeting
Duty: Lunch, Cafeteria, Hall, Bus, etc. ESL
Class Observation
Faculty Meeting
504 Meeting
Gifted/Talented Class or Activity
LPAC (Language Proficiency Assessment Committee)
Lunch with students
Media Center or Library Observation
Nurses Office Observation
Open House
Parent Conference
Physical Education Class/Playground Observation
School Board Meeting
Teacher Assistance Team Meeting
Tutorials
Campus Experiences Reflection

Name: ___________________  Date: ____________________________

Type of Experience: __________________________________________

What did you see?

Was this what you expected?  Why or why not?

What things went really well?

Were there things that needed improvement? Why or why not?

How would you do things differently from what you observed?

What questions do you have about this experience?
Travel Reimbursement Information
Travel Reimbursement for Field Supervisors of Clinical Teachers/Interns

**Headquarters:** According to Texas State Law, your headquarters is either Stephen F. Austin State University campus or your home, whichever is the shorter distance to the schools you visit in your supervising role.

Mileage is reimbursed at the SFA rate of $.40 per mile. You are expected to utilize the shortest routes possible, per Google maps. Students with one placement are to be visited 5 times. Students with split placements are to be visited 6 times. Interns are to be visited 3 times during the course of 2 semesters. The Office of Assessment and Accountability, stating the reasoning behind the additional visitation, must approve any additional visits in writing. You are expected to coordinate observations within close proximity schools of multiple students, accommodating as many as the schedule will permit within a single day.

You are required to maintain an up-to-date accurate log. You must check for every visit whether the student seen was a Student Teacher or an Intern. The Office of Assessment and Accountability is responsible to estimate your full semester travel based on the actual assignments per your rosters. This is completed prior to the Field Supervisor Orientation. The travel estimated is the maximum that a Field Supervisor would be expected to claim. An email will be sent out during the semester requesting your mid-semester logs for auditing purposes.

You have the option to utilize either the Point-to-Point Odometer Log or the Point-to-Point Tracking Log. The final log can be submitted on paper or in electronic format. Both versions are available for download on the Clinical Teacher Resource webpage. Failure to complete logs as specified on the following sample pages will result in delayed processing and can result in travel being denied for reimbursement. If visits to the assigned schools do not coordinate with logged visits within LiveText and/or if they do not have written, approval as stated above, then those visits will not be reimbursed. If it is determined that your travel is unreasonably exceeding the mileage as stated per google maps, this will result in recalculation internally and will delay processing.

You must choose one of the following selections for Mileage Tracking:

**Option 1)** **Utilize the “Point-to-Point Odometer Log”**

*Point to point mileage must be exact and complete for each trip recorded. Trips to and from for different days to the same locations MUST be consistent in overall mileage. We will only cover mileage to and from authorized locations, not for personal stops and errands. If mileage is not consistent, this will result in an audit on your calculations with verification utilizing Google Maps.*

**Option 2)** **Utilize the “Point-to-Point Tracking Form”**

*When using this form, you are required to record your visits to each school in the exact order visited. The Office of Assessment and Accountability will calculate your mileage based on the shortest distance routes provided through Google Maps.*

Final logs must be submitted to Carrie Williams by the Friday following the last day of assigned Student Teaching. It is imperative that all Supervisors meet the set deadline. Once received, processing takes 2-3 weeks to verify and then is sent to the SFA Travel Office for final verification and check processing. The total reimbursement period is typically 6-8 weeks.
# Point-to-Point ODOMETER Log

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<thead>
<tr>
<th>Date</th>
<th>Travel (to/from)</th>
<th>ST</th>
<th>INT</th>
<th>Start Odometer</th>
<th>End Odometer</th>
<th>Total Miles</th>
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<td>112240</td>
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<td></td>
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<td>Nac HS to McMichael MS</td>
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<td>McMichael MS to Home</td>
<td>X</td>
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** You must check whether the travel was to observe a student teacher or an intern (for accounting purposes.)

ST=Student Teacher
INT=Intern
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**SAMPLE**

Page _____ of ____

Total Mileage:
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**ST=Student Teacher**
**INT=Intern**

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   total 489 ft
2. Turn left toward Griffith Blvd
   go 112 ft
   total 0.1 mi
3. Turn left onto Griffith Blvd
   About 55 secs
   go 0.2 mi
   total 0.3 mi
4. Turn left onto Raguet St
   About 52 secs
   go 0.3 mi
   total 0.6 mi
5. Turn left onto E College St
   About 50 secs
   go 0.3 mi
   total 0.9 mi
6. Turn right onto North St/U.S. 59F Business N
   About 6 mins
   go 4.0 mi
   total 4.9 mi
7. Slight left onto US-259 N/North St
   Continue to follow US-259 N
   Destination will be on the left
   About 2 mins
   go 2.1 mi
   total 6.9 mi
---
8. Head south on US-259 S toward Co Rd 104/Geldmeier Rd
   About 2 mins
   go 1.9 mi
   total 1.9 mi
9. Continue onto North St/U.S. 59F Business S
   About 4 mins
   go 3.5 mi
   total 5.4 mi
10. Turn left onto E Austin St
    About 2 mins
    go 0.7 mi
    total 6.1 mi
11. Turn right onto N Farm to Market Rd 1275/N University Dr
    About 3 mins
    go 1.5 mi
    total 7.6 mi
12. Turn left onto Martinsville St
    About 2 mins
    go 0.5 mi
    total 8.1 mi
13. Turn left onto Park St
    Destination will be on the left
    go 0.2 mi
    total 8.3 mi
---
14. Head west on Park St toward Martinsville St
    About 4 mins
    go 1.3 mi
    total 1.3 mi
15. Turn left onto N Mound St
    Destination will be on the right
    go 0.2 mi
    total 1.5 mi
---
16. Head north on N Mound St toward Park St
    About 2 mins
    go 0.7 mi
    total 0.7 mi
17. Turn right onto E Starr Ave
    go 160 ft
    total 0.8 mi
18. Take the 1st left onto Clark Blvd
    About 55 secs
    go 0.2 mi
    total 1.0 mi
19. Turn left onto Griffith Blvd
    Destination will be on the right
    go 410 ft
    total 1.1 mi
---
20. Total: 6.9 mi — about 11 mins
21. Total: 8.3 mi — about 14 mins
22. Total: 1.5 mi — about 4 mins
23. Total: 1.1 mi — about 4 mins
---
24. 1936 North St, Nacogdoches, TX 75965
25. Total: 17.8 mi — about 33 mins
26. Field Supervisor Name
27. SFA to Central Heights to Mike Moses to TJR to Home
28. 01/01/13
PBIC
Field Supervisor and Intern Information
Dear Field Supervisor,

Thank you so much for your willingness to serve the SFA Post Baccalaureate Initial Certification (PBIC) Interns in your supervisory role! I truly appreciate the expertise and leadership you readily provide our students. I will send you an email with a list of your PBIC interns as soon as they are finalized.

The LiveText Guideline for Interns and the LiveText Grading Guideline for Interns, which are different from the LiveText guidelines for student teachers, are included in this notebook. When accessing LiveText to input information regarding interns, please refer to the appropriate guideline.

Important things to remember:
1) Initial contact (via email, phone, etc.) must occur during the first three weeks of the assignment.
2) First semester interns require three formal evaluations.
3) Second semester interns require two formal evaluations.
   a. In addition to submission via LiveText, formal evaluations will need to be printed and signed then submitted to my office.
   b. We are requiring that ALL evaluations, both formal and informal, must include comments from you. TEA mandates that we submit these comments for accountability purposes.
4) If an intern has not submitted all required assignments in LiveText, do not submit a passing grade for them in MySFA. They must satisfactorily meet all requirements and turn in all assignments in order to pass.
5) If you, their mentor teacher, or their employer has a professional concern about an intern, please notify me immediately. This includes if they are put on a growth plan by their administrator. As their supervisor, you have the discretion to give additional assignments to help the intern learn where and how they can improve professionally.
   a. I have received communication from principals in the past that is completely opposite of what the field supervisor has encountered with an intern. Please make sure to consult with the administrator and mentor teacher during your visits to address any concerns they may have that you are not able to see in the short amount of time you are in their classroom.

Any issues or concerns pertaining to the PBIC program should be directed to me, Katie Snyder, as I am the PBIC Coordinator and ultimately responsible for all things associated.

Again, I truly wanted to thank you for your decision to making our students successful educators and I look forward to working with you!

Best,

Katie Snyder, M.Ed.
Certification Officer/PBIC Coordinator
Office: 936-468-1740
Fax: 936-468-1475
snyderke1@sfasu.edu
edcert@sfasu.edu
Intern Responsibilities

- **Attachments**
  - Observed lesson plans
  - Mental Health Training certificate of completion
  - T-TESS – Teacher Goal Setting and Professional Development Template

- **Time Log**
  - First and last day on campus
  - Initial contact with field supervisor
  - Absences
  - Make-up days
  - Date and duration of each formal observation

- **FEM Assessments**
  - Program Evaluation by Candidate
  - Final Dispositions by Candidate
Field Supervisor Responsibilities

- Field Supervisor
  - Five T-TESS Pre-Conference assessments in LiveText FEM for each informal and formal observation
  - Five T-TESS Formal Observation assessments in LiveText FEM (three 1st semester and two 2nd semester)
  - Five T-TESS Post-Conference assessments in LiveText FEM
  - Final Disposition by Field Supervisor assessment in LiveText FEM

- Ensure the following have been completed by the intern and/or mentor
  - Attendance on Time Log in LiveText FEM
    - First and last day on campus
    - Initial contact with field supervisor
    - Absences
    - Make-up days
    - Date and duration of each formal observation
  - D2L T-TESS Module and upload of a screenshot of their grades
  - Mental Health Training and upload of the certificate of completion
  - T-TESS – Teacher Goal Setting and Professional Development Template
  - Mentor Training Checklist (Mentor completes rubric)
  - Monthly contact logs (Mentor completes rubric)
  - Final Dispositions by Mentor-Cooperating Teacher
  - Program Evaluation by Candidate (2nd semester)
  - Final Dispositions by Candidate (2nd semester)