

Dixie State University
Department of Education
Practicum Supervisor Guideline
 SP 2021

Practicum Schedule

Semester Begins	The practicum supervisor will be given a list of DSU students. The workload for practicum supervision is determined by each department.
Week 1 of Semester	DSU students will be given practicum assignments, schedule, and forms.
Week 2 of Semester	DSU students will meet in the office of the assigned school, sign in, deliver a letter to the principal with a schedule, deliver a letter and practicum schedule to mentor teachers. DSU students begin practicum assignments.
Week 2-3 of Semester	<u>First Visit</u> - The practicum supervisor will go to each school assigned and introduce themselves to school staff and mentor teachers.
First Observation	Scheduled before midterms
	Student provides lesson plan for supervisor
	All items are scored on the Formal Lesson Observation form
	Copy of Formal Lesson Observation is given to the student
First Informal Observation	Student Doesn't Know Supervisor Is Coming
	Supervisor Makes Note of Student Activities
	Supervisor Leaves Copy of Informal Observation with student
Second Observation	Must be scheduled two weeks before finals
	Student provides lesson plan for supervisor
	All items are scored on the Formal Lesson Observation form
	Copy of Formal Lesson Observation is given to the student
Second Informal Observation	Student doesn't know supervisor is coming
	Supervisor makes note of student activities
	Supervisor provides copy of Informal Observation to student
Practicum Scores and Grading	<u>All Formal Lesson Observations are due to the Education Placement Director the week before finals.</u>
	The practicum supervisor will use information from the two (2) formal evaluations, the SIOP score if applicable, and the mentor teacher evaluation in order for the student to earn a practicum score. Practicum scores are entered in a document that is shared with all practicum faculty. 10% of the grade from practicum is used for grading purposes. Concerns for student scores in practicum courses must be shared with Education Placement Director.

Practicum Supervisor Role

The faculty practicum supervisor is to provide support and feedback to the student and return all forms to the Department of Education for data collection. Practicum supervisors should make at least four visits to each practicum student. Two formal lesson visits must be scheduled and at least two more informal visits should take place during the semester.

Formal Lesson Observations

Two formal evaluations are scheduled during the semester. The first must be scheduled before midterms and the second must be scheduled before the week of finals. All areas must be scored on the **Formal Lesson Evaluation** form. If you are not sure of how a student is doing in an area, ask the mentor or the student for confirmation.

Informal Observation Forms

The practicum supervisor will record the informal visits on the **Practicum Informal Observation Form** and a copy given to the student for their information.

Practicum Supervisor Log

The practicum supervisor should maintain their supervision log. This is kept during the semester keeping track of the hours spent in supervising practicum students. Log is given to the Administrative Assistant the week of finals.

Grading Scale

95-100 %	3.8 – 4.0	= A
90-94%	3.6 – 3.7	= A –
<hr/>		
87-89%	3.5	= B+
84-86%	3.3 – 3.4	= B
80-83%	3.2	= B –
<hr/>		
77-79%	3.1	= C +
74-76%	3.0	= C
70-73%	2.8 – 2.9	= C –
<hr/>		
65-69%	2.7	= D+
64-66%	2.5 – 2.6	= D
60-63%	2.4	= D –
<hr/>		
Below 60%	2.3	= F

Other Practicum Forms or Available Information:

- **Disposition Concern Form** - Form used for mentor teacher and faculty in reporting concerns with students.
- **Travel Authorization** - Form filled out at the beginning of the semester. Available from the Education Administrative Assistant.
- **Travel Claim** - Filled out at the completion of the semester. Available from the Education Administrative Assistant.
- **Mileage Distance from DSU to Schools** - Available from the Education Administrative Assistant.

All current forms can be found on our website at: <https://education.dixie.edu/helpful-links/>

*Please make sure to look under the appropriate program **Elementary** or **Secondary** and then under **Supervisor, Practicum**.