# **University Supervisor Roles and Responsibilities**

The university supervisor is typically a doctoral student who has had practical experience in an early childhood special education setting. The university supervisor is the primary contact person for the cooperating professional and practicum student. The university supervisor is directly responsible to the ECSE program coordinator.

**Professional Behaviors**

1. Complete all task responsibilities in a timely fashion.
2. Serve as a negotiator between student and cooperating professional, balancing advocacy regarding the student’s maximum assumption of the professional’s roles against recognition of the professional’s responsibilities and site policies.
3. Foster in the student an attitude of inquiry, independent thinking, and respect for alternative approaches.
4. Work cooperatively with the cooperating professional and student in planning experiences to promote student progress.
5. Encourage student to think of cooperating professional as a mentor and source of learning.
6. Tailor supervision of student around clinical supervision model, including pre-planning, observation, and feedback.
7. Focus feedback on strengths; give suggestions for growth.
8. Provide to the student, as needed, resources or sources of information related to practicum responsibilities.
9. Tailor suggestions and requirements resulting from observations to the parameters of setting in which the student is working.
10. Participate in supervision in-service(s) with cooperating professionals.

**Task Responsibilities**

1. Organize supervision procedures and materials.
2. Introduce students to supervision procedures.
3. Develop, in conjunction with each cooperating professional, an initial observation schedule to introduce student to placement during the first 1-2 weeks.
4. Develop a supervision schedule for every-other-week observation/discussion with each student, as well as beginning, mid-term, and end of the semester 3-way meetings.
5. Hold an initial 3-way meeting with student and cooperating professional to discuss, negotiate, and agree on goals for the semester, and to develop the *Semester Calendar* for the student, which should include: school/site calendar, course assignments, practicum assignments, and cooperating professional assignments.
6. Review with the student all lesson/session plans developed during the first month or until plans consistently meet university supervisor and cooperating professional’s approval.
7. Observe student and give verbal feedback as soon after observation as possible.
8. Provide copies of all written feedback to student, to be accessible to student and cooperating professional.
9. Maintain records of all forms and feedback related to each student.
10. Check informally with cooperating professional every other week about student’s progress.
11. Hold the midterm 3-way meeting with student and cooperating professional to discuss progress and renegotiate activities to be accomplished.
12. Hold the final 3-way meeting with student and cooperating professional to discuss progress in terms of accomplishments, strengths, and needs.
13. Schedule additional 3-way meetings as needed or requested by student or cooperating professional.
14. Contact student and cooperating professional at least one day in advance if there is a change in schedule.
15. Provide student with a letter of reference for employment, if requested.
16. Meet regularly with other supervisors and program coordinator to discuss supervision.
17. Schedule joint observations with program coordinator to obtain feedback on supervision skills, as needed.
18. Request additional observation/feedback from program coordinator as needed.