

# UNIVERSITY SUPERVISOR MONTHLY CHECKLIST

## RESIDENCY I

### SEPTEMBER

- Check and approve Watermark hours bi-weekly
- Review Informal Teaching Observation completed by mentor teacher by September 30 (located in Watermark)
- Review candidate's professional dispositions on the Candidate Performance Checklist completed by mentor (attached in Watermark)
- Review candidate's strengths and areas of refinement on the Candidate and Mentor Teacher Reflective Summaries completed by mentor (attached in Watermark) (total of 1)
- Complete Informal Teaching Evaluation due by September 30

### OCTOBER

- Check and approve Watermark hours bi-weekly
- Complete TEAM Evaluation in Watermark by October 30
- Assess candidate's lesson plan using CAEP Lesson Plan Rubric in Watermark (Complete by October 30)
- Review candidate's professional dispositions on the Candidate Performance Checklist completed by mentor (attached in Watermark)
- Review candidate's strengths and areas of refinement on the Candidate and Mentor Teacher Reflective Summaries completed by mentor (attached in Watermark) (total of 1)

### NOVEMBER

- Check and approve Watermark hours bi-weekly
- Complete Informal Teaching Evaluation due by November 30
- Review candidate's professional dispositions using the Candidate Performance Checklist completed by mentor (attached in Watermark)
- Review candidate's strengths and areas of refinement using the Candidate and Mentor Teacher Reflective Summaries completed by mentor (attached in Watermark) (total of 1)

### DECEMBER

- Check and approve Watermark hours bi-weekly
- Complete EDA in Watermark with candidate (complete by the last day of classes)

# UNIVERSITY SUPERVISOR MONTHLY CHECKLIST RESIDENCY II

## JANUARY

- Check and approve Watermark hours bi-weekly
- Review Informal Teaching Observation completed by mentor teacher by January 31 (located in Watermark)
- Review candidate's professional dispositions on the Candidate Performance Checklist completed by mentor (attached in Watermark)
- Review candidate's strengths and areas of refinement on the Candidate and Mentor Teacher Reflective Summaries completed by mentor (attached in Watermark) (total of 2)

## FEBRUARY

- Check and approve Watermark hours bi-weekly
- Complete Informal Teaching Evaluation by February 15
- Review candidate's professional dispositions on the Candidate Performance Checklist completed by mentor (attached in Watermark)
- Review candidate's strengths and areas of refinement on the Candidate and Mentor Teacher Reflective Summaries completed by mentor (attached in Watermark) (total of 2)

## MARCH

- Check and approve Watermark hours bi-weekly
- Assess candidate's lesson plan using CAEP Lesson Plan Rubric in Watermark (Complete by March 4)
- Complete TEAM Evaluation in Watermark by March 4
- Review candidate's professional dispositions using the Candidate Performance Checklist completed by mentor (attached in Watermark)
- Review candidate's strengths and areas of refinement using the Candidate and Mentor Teacher Reflective Summaries completed by mentor (attached in Watermark) (total of 2)

## APRIL

- Check and approve Watermark hours bi-weekly
- Review Informal Teaching Observation completed by mentor teacher by April 14 (located in Watermark)
- Review candidate's professional dispositions using the Candidate Performance Checklist completed by mentor (attached in Watermark)
- Review candidate's strengths and areas of refinement using the Candidate and Mentor Teacher Reflective Summaries completed by mentor (attached in Watermark) (total of 2)
- Complete Informal Teaching Evaluation by the last day of classes
- Complete EDA in Watermark with candidate (complete by the last day of classes)
- Complete supervisor survey of Mentor Teachers via email (complete by end of semester)