

## INTERNSHIP SUPERVISOR RESPONSIBILITIES AND COMPENSATION

<p style="text-align: center;"><b>QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>● Currently holds or did hold a teaching certificate and has at least 3 years of experience in schools</li> <li>● Respected by peers as being an effective current or former faculty member who models the knowledge and skills reflected in the <i>Maine Teaching Standards</i></li> <li>● Has a positive, collaborative, and supportive disposition</li> <li>● Has been recommended by a respected member of the education community and a member of the Teacher Education Department faculty; appointment is approved by a vote of the Teacher Education Department faculty.</li> </ul>
<p style="text-align: center;"><b>GETTING THE INTERN SETTLED</b></p>	<p>Supervisors communicate with the interns and their mentor teachers prior to the first day in the placement and schedule a time for the entry/goal setting conference.</p>
<p style="text-align: center;"><b>CONFERENCES &amp; ASSESSMENT</b></p> <p><b>Entry/Goal Setting</b></p> <p><b>Mid-Semester 1</b></p> <p><b>End of Internship 1</b></p> <p><b>End of Internship 2</b></p>	<p>Supervisor, mentor teacher &amp; intern meet face-to-face or online to review internship timelines, assessment system, program policies and the intern's goals for the semester at the beginning of each placement.</p> <p>Supervisor, mentor teacher &amp; intern meet face-to-face or online or communicate electronically to review the intern's progress toward the <i>Maine Teaching Standards</i> and intern's goals. Intern sets goals for Lead Teaching. Supervisor completes and turns in a mid-placement review form.</p> <p>Prior to meeting with the intern and mentor teacher, the supervisor reads the intern's evidence for all teaching standards and reviews classroom observation notes. Using the USM <i>Initial Certification Standards Rubric</i>, the supervisor comments on and scores the evidence. Supervisor, mentor &amp; intern meet face-to-face or online to review the intern's progress toward the <i>Maine Teaching Standards</i>. The team considers goals for next placement.</p> <p>The supervisor reviews all evidence posted to the Field Experience Binder in Tk20 and scores each indicator on the rubric in Tk20. A score of at least <b>Emergent (2)</b> is required on all standards for an intern to pass Internship 1. In the event the intern is not meeting expectations, the supervisor will alert the faculty coordinator and contribute to the action planning and support process for the intern.</p> <p>The supervisor reviews all evidence posted to the Field Experience Binder in Tk20 and scores each indicator on the rubric in Tk20. A score of at least <b>Proficient (3)</b> is required on each standard for successful completion of the standards review at the end of internship 2.</p>

<p><b>FORMAL OBSERVATIONS</b></p>	<p>The supervisor is responsible for conducting three formal observations, one of which should be during the intern's lead teaching.</p> <p>The observations should include pre- and post-conferences.</p> <p>The supervisor should provide the intern with a copy of the notes taken during the observation as well as a written summary of the lesson including strengths and areas for improvement.</p>
<p><b>PROFESSIONAL PRESENTATIONS</b></p>	<p>The supervisor attends the intern's portfolio presentation in May.</p>
<p><b>RECOMMENDATION LETTERS</b></p>	<p>Upon successful completion of the internship, interns may ask their supervisor for letters of recommendation.</p>
<p><b>COORDINATOR &amp; SUPERVISOR MEETINGS</b></p>	<p>The supervisor meets with the USM cohort coordinator at the beginning of each semester, or as needed.</p>
<p><b>PROFESSIONAL DEVELOPMENT (District-dependent)</b></p>	<p>The supervisor will attend two professional development sessions. These University or district-based meetings will address topics such as conducting formal observations, giving effective positive and constructive feedback, and questions the supervisor would like addressed.</p>
<p><b>ACTION PLANS</b></p>	<p>See Academic Policies section of the Internship Handbook.</p>
<p><b>BENEFITS &amp; COMPENSATION</b></p>	<ul style="list-style-type: none"> <li>Supervisors of teacher education interns receive a stipend of <b>\$375/intern per semester</b>. <i>If these supervisors are also assigned to supervise students outside of the main district(s) where they are assigned, they may apply for mileage reimbursement for travel to the additional districts from the main district. Reimbursement claims must be submitted through the University's online Concur system.</i></li> </ul>