



**An off-site cohort of Holy Names University**  
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### **BATTI SUPERVISION GUIDELINES: for first-year credential candidates**

We are excited to introduce you to our tremendous team of BATTI supervisors. The supervisor's goal is to be a cheerleader and support and help you grow your teaching skills. An overview of the supervision guidelines is below.

#### **Fall Introductions:**

Supervisors will reach out in September to introduce themselves and set up a time to meet over Zoom or in person. This first "visit" will give you an opportunity to get to know one another and talk about hopes and dreams for the year.

#### **Spring Observations:**

Supervisors will observe you in your classroom seven times in the spring. These visits will include time to observe your lesson and debrief after the lesson is complete.

Your supervisor will observe you teach for approximately 20-40 minutes each visit. During each visit your supervisor should observe you giving direct instruction in a large group, small group or one-to-one.

As the year progresses, your supervisor will want to see you taking on increasing responsibility in the classroom in a variety of subject areas. Sometimes you will be executing a lesson you have been assigned in your university classes.

#### **Debrief:**

After each observation you will debrief with your supervisor. Ask your mentor if it is all right to leave the classroom for that discussion. You may want to have your mentor join you on occasion. You may need to arrange to switch a duty with a colleague on occasion to free you up for a chance to talk and reflect.

#### **Observation Report:**

The supervisor will email an observation report within 48 hours of your observation. The report will outline strengths and suggestions for further growth. The supervisor will send a copy of that report to Raleigh and your lead teacher/mentor. The comments are useful for future recommendations and summaries of your work.

#### **Communication:**

PLEASE be professional by returning your emails and texts on time, avoiding scheduling conflicts, and remembering appointments. Triple check that your class doesn't have a field trip or a special day that alters your schedule.

#### **Feedback:**

At the end of each semester you will have a chance to formally evaluate your supervisor's work and reflect on the work you do together.