

Mills College at Northeastern University School of Education

Fieldwork Supervisory “Triad” Meeting

DRAFT AGENDA

Attendees: Cooperating Teachers/Field Supervisors, Program Supervisors, and Interns/Pre-Service Candidates

Meeting Cadence: Beginning and end of each term

Agenda Items:

1. Introduction and purpose of the meeting
 - a. *Review the goals and objectives of the fieldwork component*
 - b. *Review attendees’ respective roles and responsibilities in the program and during the meeting*
2. Student progress update
 - a. *Invite candidates, Cooperating Teachers/Field Supervisors, and Program Supervisors to share noteworthy fieldwork experiences*
 - b. *Name challenges, analyzing key elements, and discussing strategies for addressing them*
 - c. *Describe successes or positive fieldwork experiences*
3. Agreement on attainable goals
 - a. *Discuss possible next steps and focus areas*
 - b. *Identify areas of possible improvement*
 - c. *Name strategies to achieve growth*
 - d. *Agree on attainable goals until next Triad Meeting*
4. Communication and support
 - a. *Review communication protocols among participants*
 - b. *Identify areas where additional support or resources are needed*
5. Next steps and wrap-up
 - a. *Discuss action items or follow-up tasks*
 - b. *Remind date for the next meeting*
 - c. *Close the meeting and thank attendees for their participation*