



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

We are excited to introduce you to our tremendous team of BATTI supervisors. Many of you will continue with the same supervisor that you had last year or this summer. 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.

#### **Observations:**

Supervisors will observe you in your classroom four times in the fall and four times in the spring. These visits will include time to observe your lesson and debrief after the lesson is complete. This year your supervisor will visit you eight times: four times in the fall and four times in the spring.

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.