Fall 2019 University Supervisor Orientation

Many thanks for the guidance, support, and assistance you’ll be providing our student teachers this semester. Please read this important information regarding your supervisory role:

**Co-teaching Training Requirement**
If you have never completed the two-part state-mandated co-teaching training, please do so right away!
Part A (iDrive Digital) instructions on UK OFE website: [https://tinyurl.com/PartA-iDrive](https://tinyurl.com/PartA-iDrive)
Part B (KACTE module) can be completed here: [https://tinyurl.com/PartB-EPSB](https://tinyurl.com/PartB-EPSB)
Both parts are required. If you have questions, contact mary.henderson@uky.edu, 859-257-1961.

**Day Tracking for Student Teachers**
Student teachers MUST must document days spent in the student teaching classroom online through the OTIS system [http://otisonline.org/](http://otisonline.org/). You should monitor this throughout the semester to make sure they are on track—a passing grade cannot be assigned to a student who has fewer than 70 days recorded in OTIS. Students will receive a set of instructions, but they can contact Dr. Gerry Swan for troubleshooting: gerry.swan@uky.edu.

**EPSB Account/CT Honorarium Electronic Vouchers**
1. Now: Make sure your contact information is up to date in the EPSB system by logging in on their website: [https://tinyurl.com/EPSB-login](https://tinyurl.com/EPSB-login). If you need an account, you can set one up from that page. If you need assistance, contact cathy.jackson@education.ky.gov.
2. After October 1st, verify the accuracy of all electronic vouchers: names of ST/CT/school/principal, placement dates, number of days in each placement*.
   - If accurate, click to submit the vouchers.
   - If not accurate, alert mary.henderson@uky.edu so she can make changes BEFORE you submit.
   - *There may be multiple pages of vouchers for you to click through and “sign”.

*NOTE: We’re capped at entering 35 (or 70) days for each placement, even though ours are closer to 40 (or 80).

**FCPS Background Checks for Field Supervisors – AS OF FALL 2018**
If you don’t already have results on file at Fayette County Schools Central Office, you need to submit fingerprints for state and federal background checks, and submit to a Child Abuse and Neglect Registry check. Our office will reimburse you for the cost if you complete the required paperwork.

1. Take the following items to FCPS Central Office at 128 Walton Avenue, 40502:
   - Social Security Card (no copies, cannot be laminated) if you don’t have one, order a replacement now
   - Photo ID (driver’s license, passport, military ID)
   - Personal check (amount may be $10 or $50, depending on which components may already be on file)
2. Make sure the person at FCPS signs your UK “receipt” form AND writes in and initials the total amount collected. Fill out the rest of the form with the requested personal information.
3. Take the UK “receipt” form to 104 Taylor Ed. Bldg. so we can process your reimbursement.
4. If you do not already have a UK employee vendor number, you may have to fill out an additional form.

**Field Supervisors’ Meetings**
Field supervisors, program coordinators, and other interested parties meet monthly to discuss topics related to field experiences. This fall’s meetings will be held 2:00-3:00 p.m. in 109 Dickey Hall. on 9/17, 10/15, and 11/19/19. Tentative spring dates are 1/6, 1/21, 2/18, and 4/21/20 with locations TBA.
Motor Vehicle Record (MVR) Release and Information Form
If you have never filed one of these forms with Risk Management on campus, you will need to submit one now. It can be found on the UK forms webpage: [http://www.uky.edu/eForms](http://www.uky.edu/eForms). Select “M” and scroll to bottom.

Observation Reports on Student Teachers
You’re expected to evaluate the student teacher’s progress after each visit to his/her classroom. These observations should be recorded in OTIS [http://otisonline.org/](http://otisonline.org/). For instructions, troubleshooting, or to create an account, please contact Dr. Gerry Swan: gerry.swan@uky.edu. You may also consult your student teacher or your fellow program faculty for pointers. Make sure you discuss observations with your student teachers!

Perception Evaluations of Cooperating Teachers
Please take a few minutes at the end of the semester to honestly and objectively evaluate the cooperating teachers whose classes you visit when you observe your student teachers. We compile the confidential results annually and consider the information when making program decisions. This function is now in the OTIS system. A deadline and instructions will be announced via email near the end of the semester.

Performance Evaluation of Student Teacher
Cooperating teachers should evaluate student teachers’ progress in the classroom for each placement through OTIS Online: [http://otisonline.org/](http://otisonline.org/). Please encourage your students to assist their CTs in setting up, accessing, and navigating their OTIS accounts, if help is needed. Please also check your students’ online portfolios to make sure their CTs do actually enter this data. Anyone needing assistance with OTIS can contact Dr. Gerry Swan: gerry.swan@uky.edu

Professional Seminar for Student Teachers
Our annual event will take place on Friday morning, 11/15/19 at the Gatton Student Center. More information will be announced as the date approaches. We hope that all 2019-2020 student teachers will attend.

Shaping Effective Teaching – Student Teaching Handbook
If you haven’t already read the 2019-20 version, please read this handbook. It outlines expectations and guidelines for all members of the student teaching triad, and it also contains helpful resources: [https://education.uky.edu/ocp/resources/](https://education.uky.edu/ocp/resources/) (click link in the 3rd bullet of “All” section).

Student Teaching Placement Spreadsheet
Please check the spreadsheet for accuracy, and contact Mary Henderson (mary.henderson@uky.edu) if you notice any discrepancies.

Travel Reimbursement
- We reimburse mileage for 4 observation visits per student per semester to schools in our field network.
- Work with your department to enter your reimbursement request into the TRIP travel reimbursement system, accessible through the myUK Employee Self Service (ESS) portal.
- Use account number 1013208520.
- Submit travel reimbursement requests within 60 days of travel date, or the refund may be taxed.
- Include documentation of the students’ and schools’ names, along with the date and time of day (arrival and departure) for each visit. Put your entries in chronological order!
- Reimbursement will be disbursed via direct deposit.

Information on using the new TRIP travel voucher system, as well as quick reference cards, can be found on UK’s Accounts Payable website: [http://www.uky.edu/ufs/travel-services-travel-reimbursement](http://www.uky.edu/ufs/travel-services-travel-reimbursement)

Each semester we update our website with standard mileages to schools within our field network: [https://education.uky.edu/ocp/resources/](https://education.uky.edu/ocp/resources/) (click 4th link in “University Supervisors” section).

Website – Other Resources
The “Resources for Student Teaching” page [https://education.uky.edu/ocp/resources/](https://education.uky.edu/ocp/resources/) has been divided up by audience to whom each resource pertains. Most items of interest to you will be under the sections marked “All” and “University Supervisors”.
STUDENT TEACHER ORIENTATION SCHEDULE – FALL 2019
Taylor Education Building Auditorium – August 13, 2019

9:00 – 9:15 a.m. Welcome and Overview of Orientation Materials – Dr. Sharon Brennan
9:15 – 10:00 a.m. Guest speakers: UK Stuckert Career Center – Beth Austin
Teacher Certification – Christopher Reese & Dr. Gary Schroeder
10:00 – 10:15 a.m. General Issues – Dr. Sharon Brennan

10:30 a.m. – noon *Breakout sessions with Program Coordinators
<table>
<thead>
<tr>
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<th>Location</th>
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<tbody>
<tr>
<td>Agriculture</td>
<td>no breakout session</td>
</tr>
<tr>
<td>Art</td>
<td>n/a</td>
</tr>
<tr>
<td>Elementary</td>
<td>TEB Auditorium</td>
</tr>
<tr>
<td>KHP – *11:00-12:30</td>
<td>123 Seaton Bldg.</td>
</tr>
<tr>
<td>LBD &amp; MSD</td>
<td>n/a</td>
</tr>
<tr>
<td>MAT Math &amp; Science</td>
<td>n/a</td>
</tr>
<tr>
<td>MIC English</td>
<td>*check with Dr. Burns</td>
</tr>
<tr>
<td>MIC Soc. Studies</td>
<td>no breakout session</td>
</tr>
<tr>
<td>Middle School</td>
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</tr>
<tr>
<td>Music</td>
<td>Fine Arts Library - Music Ed. Resource Room</td>
</tr>
<tr>
<td>STEM-PLUS</td>
<td>n/a</td>
</tr>
</tbody>
</table>

*Times and locations of breakout sessions subject to change. Contact your prog. coordinator for info.

============================================================================= IMPORTANT DATES – FALL 2019

June 30    Last day to apply for a December 2019 undergraduate degree (online in MyUK)
August 12  University Supervisors’ Meeting: 9:00 am, location TBD
August 13  Student Orientation meeting @ Taylor Education Building Auditorium
August 14  First day of student teaching assignments for Fall 2019 student teachers except AGR STs and STs placed in Shelby Co. and Scott Co.
September 11 Supervisor/Cooperating Teacher Training; time and location TBD

pre-registration recommended; contact fieldx@uky.edu
September 20 Last day to apply for a December 2019 graduate degree (online in MyUK)
October 14 Fall 2019 student teachers with dual placement students begin 2nd placements
November 15 PROFESSIONAL SEMINAR for Fall 2019 & Spring 2020 student teachers
Gatton Student Center, 8:00 a.m. - 12:30 p.m.
November 30 Last day to apply for a May 2020 undergraduate degree (online in MyUK)
December 13 End of Fall 2019 semester
March 24, 2020 Education Career Fair, 3:30-6:00, Woodford Reserve Room at Kroger Field

Visit the Praxis website at www.ets.org/praxis for test information and registration deadlines.
Resources

Resources for Student Teaching

All
- Student Teaching Calendar Fall 2019 | Spring 2020
- Field Notes Newsletter
- Shaping Effective Teaching [student teaching handbook]
- Unit Policies and Procedures on Field Experience Assignments and the Use of OTIS

Student Teachers
- 10 Tips for Student Teachers
- Background Check Verification Form student teachers only
- Career Center Handout (tips on résumés, cover letters, interviews)
- Kentucky Learning Goals and Academic Expectations
- Kentucky Teacher Performance Standards
- Professional Seminar for Student Teachers 2018 Program
  - School Safety handout
  - FCPS New Teacher Induction (NTI) handout
  - Positive Behavior Interventions and Supports (PBIS) handout
- Promoting Positive Behavior in Schools Training (KET modules | Physical Restraint & Seclusion PPT)
- Student Teacher Orientation Materials Fall 2019 | Spring 2020
- Student Teaching Application
- Student Teacher’s Perception Evaluation of UoS, CTs, and TEP
  (within OTIS via a link which will appear near end of semester)

Cooperating Teachers
- CT Information Form
- Cooperating Teacher Orientation Materials (incl. honorarium form) Fall 2019 | Spring 2020
- Co-teaching training module (Part A) via iDrive Digital [no longer using Edmodo]
- Co-teaching training module (Part B)
- Tuition Waiver Program for Supervising and Resource Teachers
- Cooperating Teacher’s Perception Evaluation of Participation in the UK Student Teaching Experience
  (within OTIS via a link which will appear near end of semester)

University Supervisors
- Background Check “Receipt” Form university supervisors only
- Co-teaching training module (Part A) via iDrive Digital [no longer using Edmodo]
- Co-teaching training module (Part B)
- Professional Growth Plan
- Travel Reimbursement for Student Teaching Observations (PDF)
- Travel Reimbursement Log
- University Supervisor Orientation Materials Fall 2019 | Spring 2020
- University Supervisors’ Forum Notes
- University Supervisor’s Perception Evaluation of the Cooperating Teacher
  (within OTIS via a link which will appear near end of semester)

Office of Clinical Practices & School Partnerships

Overview
Field & Clinical Experiences
Student Teaching
Overseas Student Teaching
Student Stories
Partnerships
Tuition Waivers for Cooperating Teachers
Resources
Meet the Team

Contact
Clinical Practices & School Partnerships
Student Teaching Inquiries:

Mary Henderson
Administrative Support Associate
(859) 257-1961
mary.henderson@uky.edu

Resources – Office of Clinical Practices & School Partnerships
https://education.uky.edu/ocp/resources/
TO: University Supervisors of Student Teaching  
FROM: Sharon Brennan and Mary Henderson  
RE: Visitation and Travel Vouchers

As of January 1, 2019, the rate for reimbursement is $0.58 per mile with approved mileages on the following pages. Note: The rate is subject to change per university regulations.

Budget allocations allow payment for four observation visits during the 16-week semester, or for dual placements, two observation visits during each eight-week placement--in approved Field Network sites.

Our office will not reimburse travel expenses for any other type of visit (e.g., get acquainted meetings, seminars, exit interviews). Check with your department to see if they will reimburse you.

Supervisors should notify our office if situations arise requiring more than four observation visits in order to have travel expenses covered for the additional visits.

Submit reimbursement requests within 60 days of travel date in UK’s online TRIP system, accessible through the myUK Employee Self Service portal (ESS). Waiting longer may result in taxation of your reimbursement.

The account number to use is 1013208520.

Include documentation for each visit—listed in chronological order:
- date of visit
- time of day for each visit (arrival and departure)
- school name
- student name

You may use the travel log on next page or download: https://education.uky.edu/ocp/resources/  
(Scroll to “University Supervisors” and click on “Travel Reimbursement Log”.)

Payment will be disbursed via direct deposit.

Feel free to contact our office if you need additional clarification on any of these guidelines.
<table>
<thead>
<tr>
<th>ELEMENTARY</th>
<th>MIDDLE SCHOOL</th>
<th>PRIVATE/SPECIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arlington</td>
<td>7 miles</td>
<td>Bluegrass Baptist 13 miles</td>
</tr>
<tr>
<td>Ashland</td>
<td>5 miles</td>
<td>Cardinal Hill 6 miles</td>
</tr>
<tr>
<td>Athens-Chileburg</td>
<td>17 miles</td>
<td>Carter G. Woodson 9 miles</td>
</tr>
<tr>
<td>B.T. Washington</td>
<td>6 miles</td>
<td>Child Dev. Ctr. BG 3 miles</td>
</tr>
<tr>
<td>Breckinridge</td>
<td>8 miles</td>
<td>Christ the King 4 miles</td>
</tr>
<tr>
<td>Brenda Cowan</td>
<td>17 miles</td>
<td>Eastside Technical Ctr. 12 miles</td>
</tr>
<tr>
<td>Cardinal Valley</td>
<td>8 miles</td>
<td>Growing Together 7 miles</td>
</tr>
<tr>
<td>Cassidy</td>
<td>4 miles</td>
<td>Lexington Catholic 6 miles</td>
</tr>
<tr>
<td>Clays Mill</td>
<td>8 miles</td>
<td>Lex. Christian Acad. 9 miles</td>
</tr>
<tr>
<td>Coventry Oak</td>
<td>11 miles</td>
<td>Locust Trace 2 miles</td>
</tr>
<tr>
<td>Deep Springs</td>
<td>10 miles</td>
<td>MLK Jr. Academy 9 miles</td>
</tr>
<tr>
<td>Dixie Magnet</td>
<td>10 miles</td>
<td>Mary Queen 7 miles</td>
</tr>
<tr>
<td>Garden Springs</td>
<td>6 miles</td>
<td>SCAPA at Bluegrass 5 miles</td>
</tr>
<tr>
<td>Garrett Morgan</td>
<td>17 miles</td>
<td>Sts. Peter and Paul 2 miles</td>
</tr>
<tr>
<td>Glendover</td>
<td>6 miles</td>
<td>Sayre 2 miles</td>
</tr>
<tr>
<td>Harrison</td>
<td>4 miles</td>
<td>Seton Catholic 15 miles</td>
</tr>
<tr>
<td>James Lane Allen</td>
<td>6 miles</td>
<td>The Lex. School 7 miles</td>
</tr>
<tr>
<td>Julius Marks</td>
<td>8 miles</td>
<td>The Learning Center 10 miles</td>
</tr>
<tr>
<td>Lansdowne</td>
<td>8 miles</td>
<td>at Linlee</td>
</tr>
<tr>
<td>Liberty</td>
<td>10 miles</td>
<td>The Stables 16 miles</td>
</tr>
<tr>
<td>Mary Todd</td>
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<td></td>
</tr>
<tr>
<td>Maxwell</td>
<td>3 miles</td>
<td></td>
</tr>
<tr>
<td>Meadowthorpe</td>
<td>8 miles</td>
<td></td>
</tr>
<tr>
<td>Millcreek</td>
<td>12 miles</td>
<td></td>
</tr>
<tr>
<td>Northern</td>
<td>9 miles</td>
<td></td>
</tr>
<tr>
<td>Picadome</td>
<td>5 miles</td>
<td></td>
</tr>
<tr>
<td>Rosa Parks</td>
<td>9 miles</td>
<td></td>
</tr>
<tr>
<td>Russell Cave</td>
<td>14 miles</td>
<td></td>
</tr>
<tr>
<td>Sandersville</td>
<td>14 miles</td>
<td></td>
</tr>
<tr>
<td>Southern</td>
<td>9 miles</td>
<td></td>
</tr>
<tr>
<td>Squires</td>
<td>14 miles</td>
<td></td>
</tr>
<tr>
<td>Stonewall</td>
<td>10 miles</td>
<td></td>
</tr>
<tr>
<td>Tates Creek</td>
<td>10 miles</td>
<td></td>
</tr>
<tr>
<td>Veterans Park</td>
<td>14 miles</td>
<td></td>
</tr>
<tr>
<td>Wellington</td>
<td>10 miles</td>
<td></td>
</tr>
<tr>
<td>William W. Brown</td>
<td>4 miles</td>
<td></td>
</tr>
<tr>
<td>Yates</td>
<td>8 miles</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OUT OF COUNTY

BOURBON:
Bourbon Central Elem.  35 miles
Bourbon Co. HS  34 miles
Bourbon Co. MS  35 miles
Cane Ridge Elem.  44 miles

CLARK:
Clark Co. Preschool  44 miles
George Rogers Clark HS  47 miles
Rev. H. E. Baker Intermed.  41 miles
R. D. Campbell Jr. High  45 miles
Shearer Elem.  47 miles
Strode Station Elem.  42 miles
W. G. Conkwright Elem.  45 miles
W. H. Justice Elem.  45 miles

FRANKLIN:
Bridgeport Elem.  55 miles
Early Learning Village East  46 miles
Elkhorn MS  48 miles
Franklin Co. HS  55 miles
Western Hills HS  61 miles

JESSAMINE:
Brookside Elem.  25 miles
East Jessamine HS  26 miles
East Jessamine MS  26 miles
Hattie C. Warner Elem.  26 miles
Jess. Career & Tech. Ctr.  25 miles
Jess. Early Learning Village  26 miles
Nicholasville Elem.  26 miles
Red Oak Elem.  24 miles
Rosenwald-Dunbar Elem.  27 miles
West Jessamine HS  29 miles
West Jessamine MS  27 miles
Wilmore Elem.  35 miles

SCOTT:
Anne Mason Elem.  35 miles
Creekside Elem.  36 miles
Eastern Elem.  36 miles
Elkhorn Crossing School  32 miles
Garth Elem.  26 miles
Georgetown MS  25 miles
Great Crossing HS  36 miles
Lemons Mill Elem.  26 miles
Northern Elem.  45 miles
Royal Spring MS  34 miles
Scott Co. HS  37 miles
Scott Co. MS  37 miles
Scott Co. Preschool  35 miles
Southern Elem.  25 miles
Stamping Ground Elem.  44 miles
Western Elem.  31 miles

WOODFORD:
Huntertown Elem.  26 miles
Northside Elem.  27 miles
Simmons Elem.  28 miles
Southside Elem.  29 miles
Woodford Co. HS  28 miles
Woodford Co. MS  31 miles
Reminder Messages:

Expense Report/Travel Expense Statement (Simulation)
For Trip 13265 From Apr 1, 2017 To Apr 30, 2017
Trip Template: Day Trip(s)

General Data
Purpose of Trip: 07-Other (Describe in Comments)
Type of Trip: In-State Travel
Applicable Per Diem Rate: Federal Rate
Additional Trip Comments: Student teaching observations for April 2017 at Tates Creek HS, Hayes Middle, Bryan Station HS and Jessie Clark Middle,

Itinerary

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Cntry</th>
<th>Region</th>
<th>Specific Destination</th>
<th>Additional Trip Info</th>
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<tbody>
<tr>
<td>4/1/17</td>
<td>11:00</td>
<td>Start of Trip</td>
<td>US</td>
<td>USA</td>
<td></td>
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</tr>
<tr>
<td>4/1/17</td>
<td>11:00</td>
<td>Trip Destination</td>
<td>US</td>
<td>Other, KY</td>
<td>Monthly Mileage Report for April 2017</td>
<td>travel to various local schools</td>
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<td>4/30/17</td>
<td>11:00</td>
<td>End of Trip</td>
<td>US</td>
<td>USA</td>
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Settlement Results and Cost Assignment

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<th>Amount Type</th>
<th>Amount (USD)</th>
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<tr>
<td>Mileage</td>
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<tr>
<td>Reimbursable Amount</td>
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</table>

46.01 USD of 46.01 USD assigned to:

Company Code: UK00          University of Kentucky
Business Area: 0101         UK w/o component units
Cost Center: 1013208520     STUDENT TEACHING FEE
<table>
<thead>
<tr>
<th>Date</th>
<th>Miles</th>
<th>Mileage</th>
<th>Reimbursement Amount (USD)</th>
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<tr>
<td>4/30/17</td>
<td>86</td>
<td>Personal Car, All Vehicle Classes</td>
<td>46.01</td>
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<tr>
<td>86</td>
<td></td>
<td></td>
<td>46.01</td>
</tr>
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</table>

Reimbursement Amount: 46.01 USD

Trip Segment

April 30, 2017  To: Monthly Mileage Report for April 2017

From: Lexington S. Limestone

Additional Information: See attached mileage log. Round trip mileage.
# MONTHLY MILEAGE LOG

Name: ____________________________

CHECK ONE:  
- [X] STUDENT TEACHING OBSERVATIONS  
- __________ PRACTICUM OBSERVATIONS

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>MILEAGE</th>
<th>DATE</th>
<th>DEPARTURE TIME</th>
<th>RETURN TIME</th>
<th>STUDENT(S) OBSERVED (last names only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tates Creek HS</td>
<td>10</td>
<td>4/11/17</td>
<td>11:00</td>
<td>1:30</td>
<td>Withers</td>
</tr>
<tr>
<td>Jessie Clark Middle</td>
<td>10</td>
<td>4/12/17</td>
<td>12:45</td>
<td>3:30</td>
<td>Cornett (Anderson)</td>
</tr>
<tr>
<td>Bryan Station HS</td>
<td>8</td>
<td>4/13/17</td>
<td>10:45</td>
<td>2:30</td>
<td>Durham</td>
</tr>
<tr>
<td>Hayes</td>
<td>16</td>
<td>4/13/17</td>
<td>8:15</td>
<td>11:00</td>
<td>Brian</td>
</tr>
<tr>
<td>Hayes</td>
<td>16</td>
<td>4/17/17</td>
<td>8:15</td>
<td>11:00</td>
<td>Pullis</td>
</tr>
<tr>
<td>Hayes</td>
<td>16</td>
<td>4/17/17</td>
<td>1:30</td>
<td>3:45</td>
<td>Brooks</td>
</tr>
<tr>
<td>Tates Creek HS</td>
<td>10</td>
<td>4/18/17</td>
<td>11:00</td>
<td>1:30</td>
<td>Yount</td>
</tr>
</tbody>
</table>

**TOTAL MILEAGE:** 86