Fall 2023 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**, we will send you instructions. The modules must be completed in a timely manner, per state regulations.

Day Tracking for Student Teachers
Student teachers MUST must document time spent in the student teaching classroom via the KFETS system. If you don't have access to the EPSB system, and specifically KFETS, alert Bill Forker at william.forker@uky.edu.

Once you are able to access KFETS, **you should monitor your STs throughout the semester to make sure they are on track**—a passing grade cannot be assigned to a student who records fewer than 420 hours. NOTE: KFETS records time in hours, so students should use this equivalency chart, which we will provide to them:

"x" hrs on a given day	hrs entered in KFETS
$x < 3$	0
$3 \leq x < 6$	3
$x \geq 6$	6

EPSB Account
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. If you need an account, you can set one up from that page, then please notify Bill Forker at william.forker@uky.edu afterward. If you need assistance, contact brandon.harrod@education.ky.gov.

2. After October 15th, verify the accuracy of all electronic vouchers: names of ST/CT/school, placement dates, number of days in each placement* so that the cooperating teachers can receive their honoraria.
> - *There may be multiple pages of vouchers for you to click through and "sign".*
> - If accurate, click to submit the vouchers.
> - If not accurate, alert Bill Forker at william.forker@uky.edu so he can make changes. DO NOT reject the voucher!
>
> You should also be notified on your dashboard of any new action items such as signing off on the electronic vouchers.

*NOTE: We're capped at entering 35/70 days for each placement, even though ours are usually closer to 40/80.

FCPS Background Checks for Field Supervisors
If you will be observing students at Fayette Co. Schools, and you don't already have background check results on file at FCPS Central Office, you need to initiate a Child Abuse and Neglect (CAN) Registry check and submit fingerprints for a background check. Our office may be able to reimburse you for the cost, if you complete UK's required reimbursement paperwork. Instructions for this will be provided separately and will also be available on our website.

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 3:30- 4:30, **on 9/05, 9/26, 10/24 (3:30-5:00), 11/28 (3:30-5:00) and 12/12/23, in DH 109.** Tentative spring dates are 1/23, 2/27, 3/26, and 4/23/23. At the time of publication, **we plan to hold these meetings in person only.**

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. 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, using our assessment data collection system. Instructions will be provided for this soon. Make sure you discuss observations with your student teachers!

Perception Evaluations of Cooperating Teachers
At the end of the semester, please take the time to honestly and objectively **evaluate the cooperating teachers** hosting your student teachers. We compile the confidential results annually and consider the information when making program decisions. Instructions and a deadline 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 at midpoint and end of the semester** using our assessment data collection system. Instructions will be provided for this soon.
- **You should routinely check to make sure the CTs are entering this data.**
- **Since Fall 2019, we have been using CPAST protocols to evaluate student teachers. University Supervisors MUST complete and pass an initial CPAST training AND refresher trainings every year.** Contact Bill Forker at William.forker@uky.edu for instructions, as we are not allowed to post them publicly.

Professional Seminar for Student Teachers
Our annual event will take place on Friday AFTERNOON, 12-5 pm, on 11/10/23 at the Gatton Student Center. More information will be announced as the date approaches. We hope that all 2023-2024 student teachers will attend. Our office will announce it to STs, but we ask that you please also strongly encourage them to attend.

Shaping Effective Teaching – Student Teaching Handbook
If you haven't already read the 2023-24 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/ (click link in the 4th bullet of "All" section).

Travel Reimbursement
- We reimburse mileage for 4 site visits per student teacher, per 16 wks, to schools in our field network.
- *Consult your department regarding availability of reimbursement for site visits to practicum placements.*
- **Use account number 1013208520.**
- **Document** the students' and schools' names.
- UK has switched from TRIP to Concur travel expense reports, accessible through the myUK portal. If you need assistance with this new system, check with your department staff or refer to the resources linked below. You may need to complete the on-demand Concur Travel and Expense Management trainings.
- Mileage is reimbursed from the traveler's workstation to the destination, unless driving from the traveler's residence is closer. You can use Concur's Mileage Calculator to verify reimbursable mileage amounts.
- **We recommend submitting travel reimbursement requests each month**, or the refund may be taxed.
- Resources:
  - UK's Travel Business Procedure Manual
    https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-5-1.pdf
  - https://www.uky.edu/ufs/travel-expense-policy
  - https://www.uky.edu/ufs/updated-business-policies-and-procedures
  - https://www.uky.edu/ufs/concur-frequently-asked-questions-new
  - https://www.uky.edu/ufs/concur-quick-reference-guides

Field Experiences Office Website – Other Resources
The "Resources for Student Teaching" page 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". Please be patient as the website is currently being updated. Some links may be broken but we are working on updating them.