

UK COLLEGE OF EDUCATION UNIVERSITY SUPERVISOR ORIENTATION

August 18, 2025



Agenda

1. Introductions
2. Student Teaching Calendar
3. Day Tracking System (KFETS)
4. ST Evaluations
5. Substitute Teaching
6. Resources for Student Teaching
7. Incident Reporting
8. Senate Bill 181
9. Submitting mileage reimbursement
10. Questions & Answers

Student Teaching Calendar

Aug 11	First day of student teaching in FCPS
Aug 13	First day for students FCPS
Sep 1	Labor Day- no school
Sep 29-Oct 3	Fall Break for FCPS
Oct 10	Last day of first placement for students in dual placements
Oct 13	First day of second placement for students in dual placements
Nov 26-28	Thanksgiving Break
Dec 5	Last day student teaching– if no make up days needed
Dec 16	Last day for students in the elementary program

If placed in another school district, check their calendar and consult program faculty

Tracking Days (KFETS)

<https://www.epsb.ky.gov/>

70 day minimum requirement

Document as hours:

Less than 3 hours = 0 hours

3.1 to 5.99 hours = 3 hours

6+ hours = 6 hours

Total hours required is 420 hours

Please log in to KECS to check your ST hours

Observations/Evaluations of Student Teachers

- Share contact information with ST, collect the classroom schedule, and plan observation dates
- Collect lesson plan 48 hours prior to observation
- Conduct a minimum of 4 observations per semester
- Conference with ST after each observation
- Check in with CT at each visit for questions, progress check, concerns
- Complete the CCAST midterm evaluation at the midpoint ([CCAST](#) form)
- Conference with ST and CT to discuss CCAST midterm progress, and complete the Consensus midterm CCAST form
- Complete the CCAST final evaluation at the end of the semester ([CCAST](#) form)
- Conference with ST and CT to discuss CCAST final progress, and complete the Consensus Final CCAST form

Substitute Teaching

If the ST is a sub in the district in which they are student teaching, they have the opportunity to serve as a sub, get paid, and count those days towards student teaching.

Policies:

- ST stays in the classroom for their placement
- ST must have been in the placement at least 10 days before they are eligible to serve as a sub. If it's a second placement, at least 5 days before serving as sub.
- ST may serve as sub no more than 20 days of the ST semester.
- ST may serve as sub up to 4 days in a row.
- ST may choose not to accept the sub position, even if they are a sub with the district.

[Application Directions for Student Teachers \(FCPS\)](#)

Resources for Student Teaching

<https://education.uky.edu/ocp/resources>

This page is divided into sections applicable to different audiences:

General information

Student Teachers,

Cooperating Teachers, and

University Supervisors.

Field Placement Incident Reporting

To ensure a safe and professional learning environment, STs must report any incidents that occur during their field placement below. This includes, but isn't limited to, injuries, suspected child abuse or neglect, breaches of confidentiality, safety concerns, or harassment. Prompt reporting protects everyone involved and helps us provide necessary support and resources.

If an incident occurs, the ST should immediately notify their on-site supervisor and UK instructor. They must also complete the university's Field Placement Incident Report Form within 24 hours.

[Incident Reporting](#)



Senate Bill 181

- Aimed to prevent non-traceable communications between P-12 students and any district employees or volunteers.
- All teachers (including student teachers) and volunteers in P-12 schools must use a district approved traceable communication source.
- FCPS is using an app called Parent Square.
- If placed elsewhere, ST should check with their district or cooperating teacher to see what they are using.

Submitting Mileage

Mileage gets submitted in your MyUK

Go to: Employee self-service, and then Concur

There is a [template in our Teams site](#) that includes step by step directions

Plan to submit mileage monthly.

QUESTIONS?





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