Please follow the checklist and guidelines below for proper processing of payment.

**NEW SUPERVISORS:**

- See page 2 of packet information on hiring and re-hiring procedures
- Submit the “Supervisor Survey” (p.3) via fax at 212.678.3153 or email to ote@tc.edu BEFORE the first visit.

Important Note: Payment will only be made for visits completed AFTER confirming with HR that work/visits may begin.

**ALL SUPERVISORS:**

- Submit “List of Visits” form to OTE AFTER ALL VISITS TO ALL STUDENTS HAVE BEEN COMPLETED
- Submit “List of Visits” form and “Travel Expense Statement” by Jan. 13 (fall), June 15 (spring), Aug. 15 (summer)

Notes 1) Payment will be provided for attendance at program sponsored supervisor meetings and Office of Teacher Education (OTE) professional development days (a maximum of 4 program meetings and 2 OTE sessions will be paid by OTE per academic year). Note: PD funding for program meetings are only for field supervisors. Student Teaching Coordinators are eligible to receive payment for OTE sponsored events but are not eligible for program meetings unless it is outside normal hours.

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**VISIT AND TRAVEL REIMBURSEMENT REGULATIONS**

1. Supervisors are paid $120 per observation per student for a maximum of $600 per student per student teaching placement. While the number of required visits varies by program, the Teacher Education Policy Committee at TC recommends that each student teacher be observed a minimum of 3 times per student teaching experience.

2. Payment for supervision will be processed at the end of each semester AFTER the completion of all observations. If this constitutes a financial hardship, please contact Claudette Chung at (212) 678-4057 or at chung@tc.edu to request monthly payments.

3. Supervisor travel costs will be reimbursed up to $50 per student per term for travel to and from the student teacher school sites. To be reimbursed for travel, supervisors must complete a "Travel Expense Statement" and include documentation and receipts for all travel. Please note that whenever possible, supervisors are expected to take public transportation. In cases where supervisors must drive, TC requires proof of mileage which can be in the form of a Mapquest or Google Map print out. The exact mileage on the print out MUST match the travel expense form--DO NOT round mileage. Please note the print out must state the number of miles and the starting point and end point. We recommend printing the printer friendly version as the actual map is not necessary. In addition, EZ Pass Statements must have the “transaction date” circled (not the posting date). If the above steps are not followed, forms will be returned to supervisors for correction. TC recognizes that some supervisors will be travelling from TC to the school sites whereas others may be travelling from other locations to the schools. The mileage for those traveling from TC to the schools will be reimbursed by calculating the distance from TC to the school. When supervisors go directly from their home to the school, the mileage will be reimbursed by calculating the distance from the home to the school. Special Notes: 1) Receipts or EZ Pass Statements are required for toll reimbursements; 2) Separate checks for supervision and for travel will be mailed.

4. TC does not pay for parking, taxi fare, or Monthly MetroCards.

5. Supervisors requesting an exception for any of the above must submit something in writing and obtain a supporting signature from the supervision coordinator. OTE will then consider the appeal.
Supervisor Hiring and Re-hiring

To Hire a New Supervisor:

The Supervision Coordinator should send an email to Julia Yu at yu@tc.edu with the name and email of the new supervisor.

The new supervisor will receive an email from Aimee Katembo regarding the hiring process.

Please do **not** go to the Human Resources Office before the online process is completed.

 importantes: Individuals **cannot** begin work prior to being officially hired. Non-compliance will lead to non-payment of visits.

Re-hiring Guidelines

Supervisors who do not work in the fall and spring semesters consecutively are likely to have their accounts terminated by HR. If this occurs, please contact Aimee Katembo at katembo@tc.edu in order to have the account re-activated before starting school visits.
Guidelines for Supervision

Supervisors are critical to student teacher success because they guide pre-service teachers to think not only about the “what” or “doing” of teaching, but also the “why” or “thinking” of teaching. Below are some suggestions, guidelines and basic procedural information that we trust will support the important work you do with our students.

Elements of an observation
While TC does not necessarily subscribe to a particular model of supervision, an observation should constitute:

- **A pre-observation conference** to discuss the student teacher’s lesson plan and any other details pertaining to the lesson. This discussion could take place at the school site or over the phone one or two days beforehand.
- **The observation of an actual lesson or teaching episode/interaction** where the student teacher is actively engaged with learners. Your observation should last the entire period so you are able to gather assessment data from lesson initiation to closure.
- **A post-observation discussion** should follow the lesson. This meeting gives you and your student teacher the opportunity to review, reflect upon, and assess the lesson together. Through the use of careful questioning, you can help student teachers think about what they did and why, the decisions and pedagogical choices they made, and the consequences of their instruction on students’ understanding. Again, this discussion could take place at the school site (if convenient), at TC, or over the phone.
- **Sequential observations of two lessons should not be counted as two “visits.”** While unusual circumstances may occasionally (and very rarely) require back-to-back observations that are then counted as separate visits, this practice is strongly discouraged because it does not meet the spirit and substance of observation requirements, and denies student teachers the ongoing support they require over time.

The importance of observing over time
Assessing student teacher growth and development requires that observations are regularly scheduled over the course of the semester or student teaching experience. Clustering observations at the beginning or end (or any time) short changes student teachers because they do not receive the valuable feedback that builds gradually in response to their development.

The number of observations required by each program may vary, so please check with the program with which you are working. However, the Teacher Education Policy Committee at Teachers College and the Office of Teacher Education strongly and unanimously recommend a **minimum of 3 observations**. This means, that at the very least, a student teacher should expect to be observed once earlier in the experience, once in the middle of the experience, and once towards the close of the experience.

**Supervision Handbooks are available at Zankel, Room 411 or at**

[www.tc.edu/ote](http://www.tc.edu/ote)
SUPERVISOR SURVEY

IMPORTANT: This form is due BEFORE the FIRST VISIT each academic year for accreditation purposes. Payments will not be processed without this form. Please fax to 212-678-3153 or email to ote@tc.edu or drop off at Zankel Hall, Room 411 or mail to 525 West 120 Street, Box 97, New York, NY 10027.

For your convenience, an online version of this form can be completed at: http://tinyurl.com/m3o7twl

Name: ________________________________  Preferred Email: __________________________

Please indicate the highest degree earned.
___ Bachelor’s Degree  ___ Master’s Degree  ___ Doctoral Degree

Are you currently enrolled in a degree program? If yes, please indicate the degree program and institution.
_________________________________________________________________

Please select the grade levels in which you have taught in a public or non-public school setting.*
___ Early Childhood  ___ Elementary (Grades 1-6)  ___ Secondary (Grades 7-12)  ___ Other: _______

Please select the subject areas in which you have taught.
___ Arts  ___ Early Childhood  ___ Elementary  ___ English  ___ Math  ___ Science  ___ Social Studies  ___ Other: _______

Please provide the TOTAL number of years of teaching/professional experience in a school setting. _______

Please list teaching certificates, licenses, and credentials related to the subject area you will be hosting a student teacher. _______________________________________________________________

Please select the program at Teachers College for which you will be or currently are a supervisor. *
___ Art
___ Bilingual/Bicultural Education
___ Early Childhood
___ Elementary Inclusive
___ English
___ Intellectual Disability/Autism
___ Math
___ Science
___ Social Studies
___ Other: ___________________

Please indicate the number of years supervising student teachers and the institution through which you were hired.
_________________________________________________________________

Please indicate any current positions held at TC or NYCDOE in the space below. Note: Full-time staff cannot serve as supervisors
_________________________________________________________________

Would you be interested in conducting a workshop for other supervisors and/or student teachers at Teachers College?
___ Yes  ___ No  ___ Maybe

For accreditation purposes, the following information would be helpful:

Gender (optional)
___ Female  ___ Male

Ethnicity (optional)
___ White  ___ Hispanic  ___ Black  ___ Asian  ___ Other
LIST OF VISITS

Directions: Please submit this form via email to chung@tc.edu, fax to 212.678.3153 (please call 212.678.4057 or email chung@tc.edu to confirm that the fax has been received), or drop off at Zankel Hall, Room 411. This form must be submitted no later than two weeks after the last day of the semester in order to avoid payment delays. (Checks are sent approximately 6-8 weeks after the form is submitted.)

Name of Supervisor:       TC ID Number:

Email:         Phone:

TC Program of Supervision:      Semester and Year:

Notes: A pre-observation meeting of approximately 30 minutes and a post-observation conference is recommended at the school site or over the phone. A supervisor will be paid $120 per visit per student for a maximum of $600 per student per student teaching experience. Requests for more than $600 must be put in writing with appropriate documentation.

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<th>Name of Student Teacher</th>
<th>Date of Visit 1</th>
<th>Date of Visit 2</th>
<th>Date of Visit 3</th>
<th>Date of Visit 4</th>
<th>Date of Visit 5</th>
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Payment for attendance at department meetings and Office of Teacher Education professional development sessions

Office of Teacher Ed PD Session Dates ($50 per session, maximum 2 per year)
Department/Program Meeting Dates ($50 per meeting, maximum 4 meetings per year)

Total Amount $

The information on the above chart is accurate and complete.

SUPERVISOR Signature _______________________________ Date _______________

SUPERVISION COORDINATOR Signature __________________________ Date _______________
TRAVEL EXPENSE STATEMENT

Name of Supervisor: ____________________________________ TC ID Number: T________________________
Full Address: ____________________________________________________________________________________
Phone: _______________________________________________ Email: ________________________________
TC Program: __________________________________________ Semester and Year: ______________________

Directions: Please submit this form to Claudette Chung via fax to 212.678.3153, email to chung@tc.edu, or drop off in Zankel, Room 411.

NOTES: 1) Receipts must be attached and submitted in the academic year in which the travel expense was incurred, 2) TC requires proof of mileage which can be in the form of a Mapquest or Google Map print out. The mileage on the print out MUST match this form--DO NOT round mileage. Please note the print out must state the number of miles and the starting point and end point. We recommend printing the printer friendly version as the actual map is not necessary. EZ Pass Statements must have the “transaction date” circled (not the posting date), 3) If driving, please multiply each mile by 54 cents for the year 2016.

Please tape receipts to the back of this form to ensure timely payment.

VISIT LOG

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Statement
I certify that the amount given herein is correct and that the amounts charged were actually paid; that the expenses were occasioned by official business; that the journey was performed by the shortest route usually traveled in the customary manner and that I have not been furnished with transportation or money; or in lieu thereof, for any part of the journey charged.

Payee Signature ______________________________________________________   Date______________
Supervision Coordinator Signature ________________________________________  Date______________