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 (if not done so already) 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 expenses for travel via Chrome River. (See Travel Expense Statement for deadlines)

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 student teacher 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.

**VISIT AND TRAVEL REIMBURSEMENT REGULATIONS**

1. Supervisors are paid $120 for each observation to a student teacher per student teaching placement for a maximum of $600. 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 provided two times per month during the semester. The disbursement of the first paycheck will vary dependent on when OTE receives the placement information and the payroll schedule (direct deposit is strongly recommended).

3. Supervisor travel costs will be reimbursed up to $50 per student per term for travel to and from the school sites. To be reimbursed for travel, supervisors must upload information to Chrome River and include documentation and receipts. Please note that whenever possible, supervisors are expected to take public transportation. In cases where supervisors must drive, EZ Pass Statements must have the “transaction date” circled (not the posting date). 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. Note: 1) Receipts or EZ Pass Statements are required for toll reimbursements.

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

5. Supervisors requesting an exception for any of the above items must send an email to ote@tc.edu. OTE will then consider the request.
Supervisor Hiring and Re-hiring

To hire a new supervisor:

The Student Teaching Coordinator or 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.

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

After submitting all tax paperwork and completing the I9 process, the new supervisor should check with HR to see when they will be eligible to start working.

HR Contact Information: Phone (212) 678-3175, Email: hr@tc.columbia.edu

Important: Supervisors who do not work in the fall and spring semesters consecutively are likely to become inactive employees. If this occurs, please contact Aimee Katembo at katembo@tc.edu in order to be re-hired 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 or drop off at Zankel Hall, Room 411. This form must be submitted by the last day of May for the spring semester and the last day of December for the fall semester.

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.

<table>
<thead>
<tr>
<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 Date ($100 per session)

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: ________________________  Semester and Year: ____________________

Starting in the Spring of 2018, this form should only be used and uploaded to Chrome River if receipts are not available for New York City subway and bus fare.

Teachers College policy requires all reimbursements to be submitted within a 90 day window. If the reimbursement is submitted after 90 days, it will be taxed as income. In order to meet the 90 day requirement and allow for proper processing time, all supervisors must abide by the deadlines indicated below.

<table>
<thead>
<tr>
<th>Reimbursements for travel MUST be uploaded to Chrome River every 2 months:</th>
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<tbody>
<tr>
<td>Jan-Feb Visits-- Due date: March 15</td>
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<tr>
<td>March-April Visits--Due date: May 15</td>
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<td>May-June Visits--Due date: July 15</td>
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**VISIT LOG**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of School</th>
<th>Borough or Town</th>
<th>NYC Subway or Bus Cost</th>
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<th>Total Amount</th>
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*Only amounts actually paid and occasioned by official business should be listed on this form; and the journey was performed by the shortest route usually traveled in the customary manner.*