**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 December for the fall semester and the last day of May for the spring 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.

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<th>Name of Student Teacher</th>
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<th>Date of Visit 2</th>
<th>Date of Visit 3</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 ($50 per session, maximum 2 sessions per year)*

Department/Program Meeting Dates ($50 per meeting, maximum 2 meetings per semester)

**Total Amount $**

The information on the above chart is accurate and complete.

SUPERVISOR Signature ____________________________ Date ________________

STUDENT TEACHING COORDINATOR Signature ____________________________ Date ________________

*New supervisors must attend an OTE PD Session on the Student Teaching Evaluation form.*