



PROGRAM SUPERVISOR CHECKLIST 2010

Summer

- Read notebook; review program requirements and forms – forms have changed
- Call or email your candidates and their mentors to introduce yourself
- Ask candidate to email you his/her autobiographical essay
- Discuss possibilities for carving out time for candidate to complete practicum
- Review Professional Standards for Administrators with candidate; identify standards in which candidate has had little experience and which should be the focus of the practicum
- Review assignments and discuss ways you can assist candidate with projects and assignments

Ongoing

- Communicate regularly with candidate. Check in via phone or email every couple of weeks.**

September-October

- Hold a meeting with candidate and mentor by October 15. See Assignments & Activities list and review these when you meet; complete conference report **C1** and give to candidate
- Complete online survey re. your student's (students') progress to date; you will receive an email prompt

November-January

- Review and provide feedback on log that has been emailed to you
- Hold a meeting with candidate and mentor by December 15. See Assignments & Activities list and review these when you meet; complete conference report **C2** and give to candidate
- Complete online survey re. your student's (students') progress to date; you will receive an email prompt

February-April

- Review and provide feedback on log that has been emailed to you
- Hold a meeting with candidate and mentor by April 15. See Assignments & Activities list and review these when you meet; complete conference report **C3** and give to candidate
- Complete online survey re: your student's (students') progress; you will receive an email prompt

By April 15

- Write final evaluation of candidate (instructions on **Form E**)
- Complete **Form E: Practicum Endorsement**
- Give **original, signed** copy of **Form E** and your evaluation to the candidate
- Complete your Expense Voucher **Form Exp-PS** and give it to the candidate
- Complete online program survey

May – if your schedule permits

- Participate in portfolio review
- Attend celebration