**GLOBAL STUDENT TEACHING**

**SUPERVISOR HANDBOOK**

**An Overview**

TCNJ’s Global Student Teaching program has been in existence for over 30 years. The College of New Jersey has been a pioneer in offering students an opportunity to enrich their student teaching experience at American international schools while expanding their knowledge and appreciation of cultures of people from around the world.

Each year approximately 30 TCNJ students participate in the Global Student Teaching Program at American international school sites for half semester in either the fall and spring. Over the years, we have partnered with international school sites located in Thailand, Croatia, Tanzania, Spain, Italy, The Netherlands, Dubai, South Africa, France, Austria, Finland, and Switzerland. Our list of partner schools changes from year to year

Global student teachers complete half of the semester for senior student teaching/internship II abroad. During the global student teaching experience, the students/interns are supervised by TCNJ faculty and a host supervisor employed by the host school. The host school supervisor is contracted to supervise the global student/intern.

The supervision requirements are the same required by all TCNJ supervisors. They make use of the dispositions and classroom performance rubrics in the observation of the global student teacher/intern. They must supervise the teacher candidate formally four times which include the two electronic observations, conduct pre- and post- conferences, and provide a written report based on the observation rubrics. These are shared with the teacher candidate. They must also complete a mid-term teaching disposition and classroom assessment, share them with the teacher candidate, and send copies to the Program Coordinator and student teaching supervisor for that student’s department. The TCNJ site supervisor will post the assessments on LiveText and copies will be sent to the respective departments.

The TCNJ site supervisor will consult with the host supervisor and/or cooperating teacher during the on-site visit and discuss the student teacher’s grades with them. At the completion of the Global experience, the TCNJ site supervisor will submit a mid-semester grade (A to F). The Global Student Teacher grade will be weighted as 40% of the teacher candidate’s final grade when averaged with the other quarter assessment of the teacher candidate.

The domestic site supervisor should understand that the international schools’ programs and format are generally similar to the US schools and maintain high academic standards of student and teacher performance. However, the international schools’ programs may vary from the US schools. Consequently students are not exposed to the same school should be taken into consideration in assessing the teacher candidate’s progress. The Global site coordinator must consult with the candidate’s domestic supervisor regarding the candidate’s prior performance at the international school sites.

At the end of the quarter, the Global TCNJ site supervisor will provide relevant GST reflections to the domestic supervisor. Just like teacher candidates who have not student taught abroad, GST site supervisors can require global student teachers to extend their experience beyond the regularly scheduled student teaching end date. The extension will occur during the second quarter if necessary.

**General Information**

In almost all circumstances, a TCNJ faculty member will visit the students to conduct two teaching observations and evaluations. In some overseas sites, faculty members or administrators from the international school will serve as supervisors and will conduct those observations and evaluations.

**Initial Travel Request and Budget**

TCNJ travel process has two steps:

 A. Initial Travel Request to be submitted and approved before faculty member makes any reservations can be obtained at: https://finance.tcnj.edu/files/2011/10/travel-manual.pdf. A guideline for each location will be provided to the TCNJ site coordinator prior to submitting his/her request for travel. Requests should be submitted to the Global faculty coordinator prior to making reservations. The Global faculty coordinator can be of assistance with arrangements.

 B. Final Expense Report to be submitted and approved after faculty member returns home. Tutorial: http://www.tcnj.edu/~budfin/travel/Reimbursement.htm

Travel requests must be submitted and approved before a faculty member can book a flight through Vista Travel, TCNJ’s contracted travel agency. Alternatively, the faculty member can book independently and be reimbursed once the travel request is approved. Notice of travel approvals and T-number will be sent via the faculty member’s TCNJ email. The reimbursement system is rigid, so travelers should not expect to be reimbursed for anything that has not been initially requested. The contact information for Vista Travel is as follows:

 Email: Renee@vistat.com

 WEB: www.travelwith vista.com

 Phone: 800-526-2195

 FAX: 732-388-2241

Please use the following codes when you complete your travel request online under Financial Services:

Acct-: 54100

Fund: 13

Dept: 1265

Program: 00000

Fiscal yr: current fiscal year

**INSURANCE**

Insurance company/options: ?

Contact the Center for Global Engagement for assistance.

**HEALTH & SAFETY ABROAD**

US Department of State Travel Advisories:

It is important to consult the US Department of State’s Travel Advisory website before traveling outside of the United States.

http://travel.state.gov/content/passports/en/alertswarnings.html

Smart Traveler Enrollment Program (STEP):

Formerly known as “Travel Registration” or “Registration with Embassies,” register at:

http://travel.state.gov/content/passports/en/go/step.html

You will receive the latest travel updates and information before traveling outside the United States.

**Passport & Visa Information:**

Please visit the US Department of State’s website for passport information in the event of a lost or stolen passport and how to contact a US embassy closest to your location.

<http://travel.state.gov/content/passport/en/emergencies/lost-or-stolen-passports-abroad.html>

**EMERGENCY/CRISIS PROTOCOL**

Take any necessary steps to secure the immediate physical safety of students and faculty members. In the case of a medical emergency, always ensure that the student is in the care of qualified emergency personnel before taking further steps. Document the situation and save copies of all emails/notes of discussions.

TCNJ has identified a “Global site supervisor”, a TCNJ professor, with whom the student can maintain email contact. The Global site supervisor will be responsible for preparing the students for their assignments abroad in the months prior to departure. The TCNJ site supervisor will be sure the students’ evaluations have been sent to the student’s department and posted on TCNJ’s appropriate computerized systems.

**SITE SUPERVISOR ASSIGNMENT**

Fall Assignment: TCNJ Site supervisors will be assigned by late January prior to the Fall semester in which the Global student teachers visit the sites.

Spring Assignment: TCNJ Site supervisor will be assigned by mid-August prior to the Spring semester in which the Global student teachers visit the sites.

**SUPERVISOR RESPONSIBILITIES**

TCNJ site Supervisors will contact Global school personnel to survey the available placements for the next academic school year.

Immediately upon acceptance as a TCNJ site supervisor, the supervisor will reach out to the “point” person at the Global school to finalize placements.

After being assigned, the TCNJ site supervisor should meet with the Global teacher candidates at least monthly prior to departure, assisting in housing, transportation, etc.

TCNJ site supervisors will visit the Global sites. The supervisors will complete two formal observations at the Global site per teacher candidate using the Lesson Observation Rubric. The rubrics will be shared with the teacher candidate.

Each teacher candidate will electronically record a lesson or partial lesson prior to the site supervisor visit and one after the site visit. The recordings will be uploaded on the Live Text system for review by the teacher candidate or Global cooperating teacher. The TCNJ site supervisor will review both electronic lessons and evaluate for each teacher candidate. using the Lesson Observation Rubric

Workload for Global Supervision is:

 .45/per student teacher.

**Evaluation of Students and Collection of Forms**

All site supervisors will complete two formal observations on-site and two electronic/video observations per teacher candidate using the Lesson Observation Rubric.

By the conclusion of the Global Student Teaching experience, these assessments (Professional Dispositions Rubric and Teaching Performance Assessment) should be completed either in consultation with the cooperating teacher or, if that is not possible, the cooperating teacher's written assessment ratings should be considered.

TCNJ faculty will submit their assessment ratings electronically via TCNJ’s computer system.

**Cooperating Teacher Payment of Stipend**

It is important to maintain a good relationship with the host schools. Therefore, it is extremely important that the cooperating teacher paperwork be collected by the visiting site supervisor and the supervisor must personally deliver it to the STEP Office upon return to the campus in order to process the teacher honoraria in a timely manner. The cooperating teacher receives an honorarium of $125. The STEP Office cannot pay the cooperating teacher unless it receives two documents:

 1. W9 form (US CITIZEN ONLY) If the teacher is not a citizen, just indicate on

 the form, “not a United States citizen.”

 2. Global Cooperating Teacher Information Form

All stipends will be mailed to the Global cooperating teachers via a US address or international address.

Cooperating teachers should inform the school’s main office staff of this practice.

The College of New Jersey

Global Student Teaching Program

**Cooperating Teacher and Supervisor**

Rubrics

Teaching Dispositions Rubric – Use this rubric to judge the teacher candidate’s level of performance. It can be used in helping to provide feedback to the teacher candidates after observing their teaching of individual lessons. These observations will be helpful when completing the formal Teaching Dispositions Assessment.

Lesson Observation Rubric - Use this form when observing the teacher candidate and when conducting conferences with the teacher candidate after the lesson. It will be useful in helping you provide feedback to the teacher candidate after observing the teaching of individual lessons. Also, these observations rubrics will be helpful to you when completing the formal Teaching Performance Assessment.

Formal Assessments

The cooperating teacher will complete assessments which will include the completion of two assessment documents:

Teaching Dispositions Assessment – Complete this document, share it with the teacher candidate and forward it to either the adjunct supervisor from your school or the visiting professor from TCNJ.

Teaching Performance Assessment – Complete this document, share it with the teacher candidate and forward it to either the adjunct supervisor from your school or the visiting professor from TCNJ.

These assessment documents should be completed during the last week of the teacher candidate’s experience.

Finally, the supervisor will, in turn, return assessment documents to:

Professor Eileen Heddy, Program Coordinator

Elementary/Early Childhood Education Department

Education Building, Room 301L

The College of New Jersey

PO Box 7718

Ewing, NJ 08628-0718 or Fax to: 609-637-5197

**Supervisor’s Directions for Assessment**

This information can be found beginning on page 17 of the Global Student Teaching Handbook.

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**Support for Teacher Education Programs and Global Student Teaching**

**The College of New Jersey**

**PO Box 7718**

**Ewing, NJ 08628-0718**

**Phone 609-771-2408**

**Global Site Supervisor Honorarium**

This form is used to process the payment of the site supervisor’s honorarium; the amount of the honorarium is $125.00 USD. Please return form to Ginny Brown, Asst. Director of the STEP Office by email at vbrown@tcnj.edu or fax 609-637-5196.

**Name of Student Teacher(s)/Intern(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Semester Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Licensure Area (Certification):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State:**\_\_\_\_\_\_\_\_\_\_\_

Are you a US citizen?  \_\_\_    (US citizens are **required** to complete a W-9 form.)

The check for the global site supervisor will be mailed via courier to each overseas school’s main office for distribution or to a US address if the supervisor is a US citizen.

If you want the check mailed to a US address, please provide us with your address:

 Address ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Optional:**

🞏Asian/Pacific Islander 🞏African American 🞏Hispanic 🞏Native American 🞏White 🞏Other

Name of School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Global Site Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Should you have any questions, please contact Ginny Brown @ 609-771-2116 or vbrown@tcnj.edu.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Semester Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Cooperating teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher’s Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Licensure Area (Certification):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State:**\_\_\_\_\_\_\_\_\_\_\_

Are you a US citizen?  \_\_\_    (US citizens are **required** to complete a W-9 form.)

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 Address ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Optional:**

🞏Asian/Pacific Islander 🞏African American 🞏Hispanic 🞏Native American 🞏White 🞏Other

Name of School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Global Cooperating Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Should you have any questions, please contact Ginny Brown @ 609-771-2116 or vbrown@tcnj.edu.

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**Support for Teacher Education Programs and Global Student Teaching**

**Ms. Ginny C. Brown, Asst. Director**

 **Office: 609-771-2116 FAX: 609-637-9156 Email:vbrown@tcnj.edu**

**GLOBAL STUDENT TEACHING CONTACT INFORMATION FORM**

 School/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete this form and return to Ms. Ginny Brown.

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport Number: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

US Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent: \_\_\_ or Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arriving in location: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Airline & Flight Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Returning to US: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Airline & Flight Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

During your stay at the Global site you will be staying at:

Exact Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord Contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attach a copy of your passport information and photo.**

We recommend you register your trip with the United States Department of State. If you go to the site, the procedure is explained: <https://travelregistration.state.gov/ibrs/ui/>