

# Global Student Teaching

## Supervisor Handbook



## GLOBAL STUDENT TEACHING

### SUPERVISOR HANDBOOK

#### An Overview

TCNJ's Global Student Teaching program has been in existence for over 40 years. The College of New Jersey has pioneered in offering students an opportunity to develop their professional practice at international schools while expanding their knowledge and appreciation of cultures and people from around the world.

Each year approximately 40 TCNJ students participate in the Global Student Teaching Program for half of a semester in either the fall or spring. Over the years, we have partnered with international schools located in Thailand, Tanzania, Spain, Italy, The Netherlands, Dubai, South Africa, and Finland. Our list of partner schools changes from year to year. The most updated list is posted on our website.

During their time abroad, the students are supervised by TCNJ faculty, and a host supervisor employed by the host school. The host school supervisor is contracted to support and supervise the global clinical intern. The supervision requirements for global faculty supervisors are the same as those required of all TCNJ supervisors, with some additional duties. They must supervise the teacher candidate formally four times, including two recorded observations, conduct pre- and post- conferences, and provide a written report based on the School of Education assessment rubrics. These reports are shared with the teacher candidate. At the end of the student's time abroad, the faculty supervisor completes teaching dispositions and teaching performance assessments in LiveText. These assessments should be discussed with the teacher candidate.

The TCNJ faculty supervisor will consult with the host supervisor and cooperating teacher during the on-site visit regarding the clinical intern's grade. At the completion of the global experience, the TCNJ supervisor will submit a mid-semester grade (A to F). This grade will be weighted as 40% of the teacher candidate's final grade when averaged with the grade for the domestic placement. The TCNJ faculty member will earn .45 FWH for each global clinical intern supervised.

## SITE SUPERVISOR APPLICATION AND ASSIGNMENT

### Global Student Teaching Supervision Application Process

Faculty interested in supervising global student teachers are invited to apply for the upcoming semester by February 1 for the following fall semester and September 1 for the following spring semester. Faculty must submit an application letter indicating:

- Experience supervising student teachers.
- Global experience -- including knowledge of international schools (may include past global supervision, TCNJ graduate teaching, leading study tours, and personal travel.) Applicants who have previously served as global student teaching supervisors should include the most recent supervisory semester and location (Note: Previous global experience is **not** a requirement.).
- Anticipated course schedule and scholarly travel implications for missed classes throughout the supervisory semester. (Faculty should apply for global supervision during a semester that one will not be missing classes for other professional travel.)
- Experience supporting students during completion of edTPA.
- The approximate number of GSTs the faculty member would be able to supervise. Global supervision is .45 FWH per student. The letter should indicate whether the GST supervision would be part of the regular course load, an overload, or a combination). This should be determined in consultation with the department chair.

**Letters of application should be submitted via email to ([step@tcnj.edu](mailto:step@tcnj.edu)) and the director of the STEP Office.**

After the global placements have been arranged, a committee will review the applications and make recommendations to the dean, based on the principles set forth in the Global Student Teaching Policy. The committee will consist of

- The STEP Director (Chair)
- Assistant Director of STEP Office responsible for global student teaching
- The Assistant Director of Off-Site Graduate programs
- The Assistant Dean of the School of Education

The Committee will base faculty assignments on the following criteria:

- Experience supervising student teachers/clinical interns.
- Experience that reflects the teaching areas of the students at each site.
- Experience supporting students during completion of edTPA.
- Prior experience with international schools.

- Impact on missed classes
- Ability to build or maintain relationships with partner schools.

### **Supervisor Responsibilities:**

- Immediately upon acceptance as a TCNJ site supervisor, the supervisor will reach out to the contact at the global school to finalize placements, if they have not been finalized.
- After being assigned, the TCNJ site supervisors should meet with the global teacher candidates at least three times prior to departure, assisting in housing, transportation, etc. The supervisor should ensure that all necessary paperwork has been submitted to the STEP Office and the host school.
- The students will complete the contact information form (see appendix) and the site supervisor will share this with the on-site supervisor and the cooperating teacher.
- The faculty member will communicate with the cooperating teachers and on-site supervisor to arrange the start date and share expectations for the student teacher and cooperating teacher. The lesson observation rubric, dispositions assessment and teaching performance assessment should be shared prior to the student's arrival, along with the Global Student Teaching and Clinical II Handbooks.
- TCNJ site supervisors will maintain weekly contact with the students. Each week, on a pre-determined day, students will submit a weekly reflection and lesson plans for the coming week.
- The students will submit two recorded lessons, one prior to the faculty visit and one after. The faculty member will complete the lesson observation rubric and send the feedback prior to the on-site visit so that the student may incorporate the feedback before the next observation. The rubric for the second recorded lesson should be shared with the student within one week of the lesson's submission.
- If problems arise, the faculty member should not hesitate to meet with the student via video call to discuss the issue and offer possible solutions or ways to provide additional support.

### **During the faculty visit to the global site:**

The supervisors will complete two formal observations of each teacher candidate using the lesson observation rubric. The rubrics will be reviewed and shared with the teacher candidate after each lesson.

The supervisor will meet with each cooperating teacher to discuss the student's progress and areas for growth.

- The supervisor will meet with the principal, head of school and/or the on-site supervisor from the school. These meetings should focus on building relationships between the institutions and gathering feedback on the program and the students' level of preparation. The faculty supervisor should also inquire about possible placements for the next semester or academic year.
- The supervisor should spend the full day in the school, regardless of observation times, in order to develop relationships with the staff and administration and gain a fuller understanding of the school

### **Evaluation of Students and Collection of Forms**

At the conclusion of the global student teaching experience, the cooperating teacher will complete the Educator Disposition Assessment and Teaching Performance Assessment. These should be reviewed with the teacher candidate before submission in LiveText.

### **Cooperating Teacher Stipend Procedures**

The cooperating teacher receives an honorarium of \$125. The information necessary for paying the stipend will be collected through an online form. Faculty supervisors must send the link to the cooperating teachers mid-way through the eight-week experience. The STEP Office cannot pay the cooperating teacher unless it receives the necessary documents:

1. Online stipend application form
2. ACH/wire transfer form for teachers who cannot accept checks issued in the US
3. W9 form (required from cooperating teachers who are US CITIZENS ONLY)

All checks will be mailed to the global cooperating teachers via a US address or the international school's address. Cooperating teachers should inform the school's main office staff of this practice.

## Travel Request and Budget

TCNJ travel process has two steps:

- A. Initial travel requests should be submitted and approved before faculty members make any reservations. Budget guidelines for each location will be provided from the STEP Office. Faculty must make reservations at least 45 days in advance of travel to avoid price increases from the initial budget. Also, a department limit of \$45 per diem will be used in lieu of the US GSA rates listed in Concur. The reimbursement system is rigid, so travelers should not expect to be reimbursed for anything that has not been initially requested.
- B. A final expense report must be submitted and approved after the faculty member returns. Both the initial request and the expense report must be completed through the college's travel request system.

**Please use the following codes when completing travel requests:**

**Entity:** TCNJ

**Account:** 604710 (Travel)

**Fund:** 100060 (Undergraduate Global Fund)

**Organization:** 1004 (Center for Global Engagement)

**Category:** 100 (Instruction General)

**Program:** 2410 (Faculty Led Study Abroad)

**Activity:** 0000 (default Activity)

**Location:** 3120 (Overseas Student Teaching)

### TRAVEL DAY and MISSED CLASSES

Faculty should arrange their travel so that they miss as few on campus classes as possible. They should not miss more than one week of classes. The number of days approved for travel will be based on the number of students. Faculty supervisors should plan for three travel days and one day abroad for each student they are supervising. For example, if you supervise three students, you might leave on a Saturday, arrive on a Sunday, observe Monday through Wednesday and fly home on Thursday. The college will pay travel expenses for Saturday through Thursday. For destinations that require very lengthy travel, extra travel days may be approved. If you wish to add additional days at your own expense, you may do so. However, keep in mind that you should not miss extra classes to do so.

### INSURANCE

Traveler's health insurance is available through GeoBlue. The STEP Office will contact supervisors prior to their departure to obtain the necessary information for enrollment information and will enroll all interested faculty supervisors.

### EMERGENCY/CRISIS PROTOCOL

Prior to the students' departure, faculty will review the Center for Global Engagement's Crisis Management Plan, available on their website: <https://cge.tcnj.edu/>. All policies and procedures in that handbook apply to the Global Student Teaching program. Faculty must be familiar with the policies and procedures to advise students appropriately should an emergency occur.

## Appendix A: Faculty Supervisor Agreement

I have read the Global Student Teaching Faculty Supervisor Handbook. I understand and agree that I will:

- Communicate with my department chair regarding FWHs for the semester  
(Each GST = .45FWH)
- Hold three in person meetings with students prior to their departure
- Communicate with cooperating teachers and on-site supervisor as soon as you are assigned as faculty supervisor. Share expectations and assessments.
- Communicate with teachers and administration in the weeks prior to the students' arrival
- Maintain weekly contact with students while they are abroad, reviewing and commenting on weekly reflections and lesson plans
- Complete two video observations and provide formal feedback to the student on the lesson observation rubric
- Complete at least two in person observations while visiting the school abroad
- Complete all necessary forms and submit to the appropriate school personnel
- Ensure that cooperating teachers complete all necessary forms
- Submit travel request and make travel arrangements at least 45 days prior to departure, using the budget provided by the STEP Office
- I understand that I should not miss more than one week of classes to supervise GSTs

Faculty Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B: Handout for students

### Global Student Teaching Basics (For students)

#### Before you go:

- Review the student teaching and GST handbooks (available on STEP Office website)
- Submit Global Student Teacher Information Form by email to [step@tcnj.edu](mailto:step@tcnj.edu) to Dr. Fulford and supervisor by July 1st.
- Pay for insurance (will be added to tuition payment for next semester), print card and login to site
- Meet with your capstone professor and/or the professor of any other class you are taking
- Complete any necessary capstone assignments
- Communicate with your cooperating teacher about how to best prepare
- Read as much as possible about the school and their curriculum (especially PYP/MYP/IB)
- Coordinate time and place for meeting the first day or prior to the first day
- Attend **mandatory** meetings with global supervisor
- Respond to emails within 24 business hours

#### While you are there:

- Review the guidelines for assumption of responsibilities again (see handbook).
- Send a letter or be sure your cooperating teacher introduces you to the parents.
- Send your lesson plans, in TCNJ format, to your supervisor by an agreed upon time each week
- Send a weekly reflection with your plans (approximately one page, double spaced). This should discuss some of the following topics (you do not need to address all) or your supervisor may provide different prompts:
  - **How are things going in general?**
  - **Any concerns you have- regarding teaching/the school or otherwise**
  - **How did your lessons go the past week? What evidence do you have that they did/not go well?**
  - **What did you learn from teaching those lessons?**
  - **What skills/content are you working on in the coming week?**
  - **What areas of teaching do you feel most unsure of?**



- You do not need a reflection the weekend after the faculty supervisor visits. For your final reflection, you should reflect on your entire experience.
- Check with the school regarding an additional permission slip for video recording. Recording your lessons may be covered under their permission form for the year and you may not need to send an additional one. However, you must check.
- Record two lessons and post on LiveText, one before the supervisor's visit and one after the visit
  - First video lesson due date: \_\_\_\_\_
  - Second video lesson due date: \_\_\_\_\_
- When you post the video, also post a full length (long form) lesson plan and a reflection of that lesson (approximately one page, double spaced addressing the following questions):
  - What went well? What did not go well? What would you do differently next time?
  - Be sure to cite specific evidence from the video to support your statements
- Communicate with your co-op for your domestic placement
- Become fully engaged in the school. Attend extra events in the evening or the weekends. Do not leave immediately at the end of the school day.

### **When you return**

- Communicate with your domestic TCNJ supervisor about first observation date, etc.
- Attend spring roundtable in March for next year's GSTs (and fall meeting for fall GSTs).

## Global Student Teacher Information Form

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

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

Please complete this form and return a copy to the STEP Office and your faculty supervisor

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

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

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

### Emergency Contacts:

U.S. Contact: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

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

U.S. Contact: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

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

### Flight Information:

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.

Register your trip with the United States Department of State: <https://travelregistration.state.gov/ibrs/ui/>