# Overview: Program Supervisor Check-In Survey

icon of pen in ink jar to represent author **CONTRIBUTOR**

College of the Holy Cross, a small private college in Worcester, MA.

Icon of a document with lines of text and a folded corner**WHAT is this resource?**

This is a list of questions to be answered by a program supervisor about the teacher candidate and the practicum experience in general.  Information can be used to provide targeted support if needed.

Icon of a calendar with multiple blocks to represent time **WHEN could this resource be used?**

This resource is best used before the practicum begins so that the Program Supervisor, Supervising Practitioner - here referred to as the Mentor Teacher - and the Teacher Candidate know how to plan for the increasing responsibility of the Teacher Candidate.

Icon with a group of five people standing together  **WHO could use this resource?**

The **Program Supervisor** completes the check-in survey, and it is reviewed by the Director and/or Associate Director of the Teacher Education Program.

**icon with a checkmark in a circle HOW could this resource best be used?**

Information from the check-in survey provided by the Program Supervisor is used to inform the meetings with the Teacher Candidate and to help the Teacher Education Program provide targeted support (if needed), promoting the overall progress and success of the Teacher Candidate during the practicum.

***Note:*** *This resource was submitted for inclusion in the Candidate Assessment of Performance (CAP) Resource Hub. It is intended to serve as a reference and source of guidance for others engaged in the CAP process. While it reflects one approach, users should adapt its content to fit the specific context and needs of their own evaluations.*

## Program Supervisor Check-In Survey

Now that you have completed 1-2 observations, we wanted to give you the opportunity to offer your perspective on the Teacher Candidate and classroom dynamic. Please be as candid and detailed in your answers and comments as possible so we can swiftly address any concerns or issues that might have arisen.

**Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Candidate's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Planning and Reflection

**For each statement, check the box if demonstrated by candidate:**

* Lesson plans are thorough and turned in on time.
* All lesson materials are prepared ahead of class meeting time.
* Pre and Post Observation Reflections are done on time.

**Comments on Planning and Reflection:**

### Professionalism

**For the statement, check the box if demonstrated by candidate:**

* Teacher Candidate interacted professionally with all members of the school community.

**Comments on Professionalism:**

### Professional Disposition

**For each statement, check the box if demonstrated by the candidate:**

* Completes tasks in a timely manner.
* Uses appropriate professional language in written and oral communication.
* Is respectful and positive in interactions with the Supervising Practitioner and me.
* Is a thoughtful and responsive listener.
* Is positive and reflective in response to feedback.
* Incorporates feedback in future lessons.
* Has developed a positive working relationship with the Supervising Practitioner.

**Comments on Professional Disposition:**

### Additional Questions

**Has the Teacher Candidate reached out to you for support? If so, in what ways?**

**Any other comments or questions?**

**At this time, would you like to schedule a follow-up meeting (in person or Zoom)?**

* Yes - just me
* Yes - with the SP
* Yes - including the SP and TC
* Not at this time