

College of
EDUCATION & HUMAN DEVELOPMENT

University Supervisor Handbook

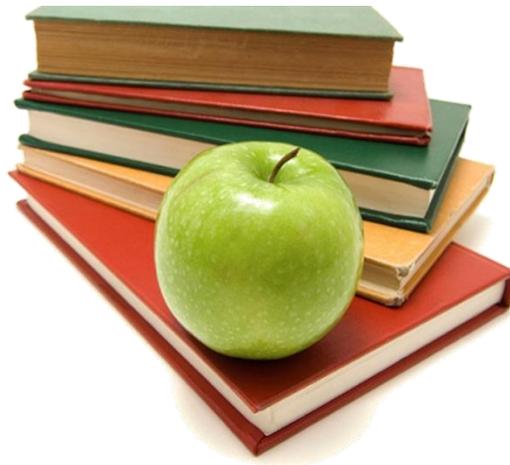


Table of Contents

Criteria for Serving as a University Supervisor	4
<i>Criteria for becoming a US:</i>	4
<i>Hiring Process</i>	4
Supervisor Responsibilities	5
<i>Required Technology Use</i>	5
Newly Hired US	5
Mason Email	5
Blackboard	6
Using VIA Through Blackboard	6
<i>Online Resources for University Supervisors</i>	6
<i>Vacations/Time Off</i>	6
Compensation	6
<i>Contract Generation</i>	7
<i>Mileage Reimbursement</i>	7
Teacher Candidate Eligibility for Internship	8
<i>Internship Placements and Procedures</i>	8
Assignment of Candidates to University Supervisors	8
Mandatory Internship Orientation	9
Introduction to the Internship Course	9
<i>Internship Syllabus</i>	9
<i>Length of Internship</i>	9
<i>Internship Manuals (by program)</i>	9
Mentor Teachers	9
<i>Mentor Teacher Handbook and Honorariums</i>	10
<i>Mentor Teacher Verification Letters</i>	10
The Internship	10
<i>Scheduling Observations</i>	10
<i>What to Note in Observations</i>	10
Preparation and Planning	10
Instruction and Classroom Management	11
Assessment	11
Professional Dispositions	11
<i>Substitute Teaching during Internship</i>	11
Documentation and Record Keeping	12
<i>End-of-Internship Paperwork</i>	12
<i>End-of-Internship Surveys</i>	12
Internship Extensions	13
Grading	13
<i>Grading for Candidates at Graduate Level</i>	13
<i>Grading for Candidates at Undergraduate Level</i>	13
US Re-certification Points	13

Welcome to the College of Education and Human Development Internship Program

Congratulations for being chosen to serve as a university supervisor (US) in George Mason University's College of Education and Human Development! We value your knowledge and expertise and know that you will share your experiences with our eager teacher candidate(s) and prepared mentor teachers (MT). As a university supervisor, you have an important role in preparing candidates for a career in teaching. You will not only serve as a role model for your candidate(s), but also as an ambassador for George Mason University. For the duration of a candidate's internship, you and the MT will work together to ensure that the candidate is fully prepared to take on the responsibilities of a full-time teacher when the internship experience is complete.

The US works in conjunction with their assigned academic program (for example the Early Childhood Education or the Secondary Education Program) and TEACHERtrack Office in order to ensure all university procedures and policies are being followed during the internship. Contact information for TEACHERtrack Office may be found in [Appendix A](#).

Criteria for Serving as a University Supervisor

The US serves as a liaison between the school and George Mason University, providing support and guidance to both the candidate and MT. Their role is to facilitate communication and provide feedback, reassurance, and evaluations for their candidate(s).

Criteria for becoming a US:

- Minimum of a Master's degree in education or educational administration
- Teacher certification in the subject area of supervision.
- Minimum of 10 years of instructional experience in content area. Teaching experience may be combined with administrative experience to meet requirement.
- Familiarity with Blackboard, TK20, or similar educational technology.
- Availability during the school day in order to conduct in-person evaluations, typically 4-6 visits depending on the program.

Hiring Process

University supervisors are selected each semester through a joint review process by TEACHERtrack Office and the associated academic program.

- Prospective US are subject to a screening and approval process.
- Prospective US must submit a resume and official transcripts (for their highest degree awarded or if their highest degree is not in their supervision area, degree transcripts must be submitted showing training in their content area) to the Clinical Practice Specialist (CPS) to be considered for employment.
- New US are subject to completion of a background check.
- Once hired, the US is classified as a George Mason University adjunct instructor and is afforded all the benefits of an adjunct instructor.

- Newly hired university supervisors are required to complete all required new employee training requirements set forth by the Office of Human Resources and Payroll within 90 days of employment. Please [click here](#) for links to mandatory compliance trainings.
- US are also required to complete FERPA training. Please [click here](#) for information regarding FERPA.
- The US is hired on a contractual basis. Contracts are generated by the College of Education and Human Development (CEHD) and renewed on a semester-by-semester basis.
- US are encouraged to access the [CEHD Adjunct Faculty Information website](#) for general information about employment at Mason.

Supervisor Responsibilities

University supervisors have three main responsibilities. First, they **assist and evaluate** interns. As part of the evaluation process, they conduct an initial visit, conduct formal observations, and submit formal evaluations of each candidate's performance based on specific criteria and standards. Throughout the semester, they review planning documentation and read reflective assignments. They listen to interns' ideas and concerns, make suggestions, and provide feedback.

They also have the responsibility to **support the mentor teacher's work** with the intern. They communicate regularly, explain program procedures and expectations, and respond to questions and concerns.

Finally, the university supervisor **serves as a liaison** between the school and the university, interacting with university personnel, school administrators and all those involved in the internship process. University supervisors should routinely communicate with both their academic program and TEACHERtrack Office.

Required Technology Use

Newly Hired US

Once you receive your contract, the first step is to set up your Patriot Pass so you can access other Mason tools and services. Please start the activation process by [clicking here](#).

- You will need the G-number that was included under the signature line of your contract.
- If this is your first time setting up your Patriot Pass/Net ID or email, your initial claim code should be your birthdate in MM DD YY format.
- If you are a former student or employee and you previously had a Patriot Pass/email, please [click here](#) to reset your information. The generic claim code will not work.
- Additional information for former students and employees can be [found here](#).
- If you have any difficulty in setting up your account, please contact ITU services at support@gmu.edu or 703-993-8870.

Mason Email

University supervisors are required to use their Mason email accounts when communicating electronically with their assigned teacher candidates.

- If this is your first time using Mason email, you will need to first activate your Patriot Pass and then follow the first-time login instructions. Step-by-step instructions may be found by [clicking here](#).

- If you have previously been assigned a Mason email because you have previously attended or served the university in another capacity, please visit [Patriot Pass Password Management \(gmu.edu\)](#) to update your login information. To log into your account, please visit <http://office365.gmu.edu/>
- If you have any issues or questions related to accessing your Mason email account, please contact ITU Support at support@gmu.edu or 703-993-8870.

Blackboard

Most academic programs utilize Blackboard, Mason's web-based Learning Management System, in order to track student progress in their internship course. Blackboard is also used to track internship requirements, evaluations, and assessments related to accreditation standards. Supervisors will use their Mason ID and password (same as your Mason email) in order to access Blackboard. You can access Blackboard by [clicking here](#) and more information about using Blackboard is [available here](#). Questions about Blackboard use and access should be directed to your academic program.

Using VIA Through Blackboard

VIA is Mason's electronic portfolio, assessment management and performance-based instruction tool. For accreditation purposes, students are required to upload specific assignments to be evaluated based on a faculty developed rubric associated with the CEC Standard(s) addressed by each assignment. Please [click here](#) for general information regarding VIA.

Academic programs may utilize other technology as part of the internship process, including software like GoReact, in order to monitor student progress. Technology requirements will be discussed as part of your program's mandatory internship orientation.

Online Resources for University Supervisors

Resources for US are available on the [CEHD Internships website](#) by scrolling down to the "University Supervisor" section.

Vacations/Time Off

Please try to avoid taking vacations longer than a week during the semester if you are supervising. A US must be available to his/her candidates when concerns arise. If a vacation is planned, please inform both your program contact and the candidate at the beginning of the internship experience. In case of an emergency, please make plans to have the candidate contact your program's coordinator/contact directly. You are also asked to arrange for another university supervisor to serve as a point of contact for candidates while you are away.

Compensation

University supervisor compensation rates are based on the number of internship credit hours (per candidate supervised) and highest degree held by the US. The pay scale is subject to change by semester so please contact the CPS at internsh@gmu.edu if you have any questions regarding compensation.

University supervisor salaries for **most** internship programs follow the current pay scale below:

Teacher Candidate and Credit Hours	Salary (per teacher candidate) for a US holding a Master's degree	Salary (per teacher candidate) for a US holding a doctoral degree
3-credit teacher candidate	\$467	\$526
6-credit teacher candidate	\$935	\$1052

Contract Generation

Contracts can be issued before or after the add/drop period. Contracts are typically sent electronically via email to the US during the first week of the academic semester. The following guidelines are followed in the event that a candidate withdraws from an internship.

- Candidate drops out in weeks 1-8: 50% payment
- Candidate drops out in weeks 9-16: 100% payment

Supervisors are to review, sign, and submit their signed contract via the required electronic process. Once the contract has been returned, the payment will be processed. Please remember that all salaries are pre-tax dollars and will be divided up over the duration of the semester. University Supervisors are paid on a bi-weekly basis, on the 1st and 16th of each month (after the contract has been signed and payment has been set-up). The university requires that all employees be paid via direct deposit.

Mileage Reimbursement

University Supervisors are reimbursed for roundtrip miles OVER 25 miles, per CEHD policy. For example, a round-trip school visit of 30 miles will be eligible for 5 miles reimbursement.) ****The new Mason Finance Gateway (MFG) Travel system now has a feature that will deduct 25 miles, automatically, as you complete your reimbursement request. Trips to the GMU campus do not qualify for reimbursement.**

During the internship semester, mileage reimbursement requests must be submitted on a **monthly basis** via the online [Mason Finance Gateway \(MFG\)](#). If you do not currently have a MFG travel account you are required to complete MFG training prior to being issued an account log in. Training links are provided on the MFG website. Mileage reimbursement rates are set by the Mason Travel Office and are subject to vary by semester.

Users accessing the MFG from an off-campus location or via Mason's wireless network are required to use Mason Virtual Private Network (VPN) when submitting mileage reimbursement. Instructions on how to access the MFG may be found in [Appendix B](#). Additional instructions on accessing the system may be found at <https://fiscal.gmu.edu/mason-finance-gateway/>. Questions should be directed to the Travel Office: travel@gmu.edu

Teacher Candidate Eligibility for Internship

Prior to beginning an internship experience, all candidates **must:**

- Be in good academic standing with the university.
- Complete all endorsement coursework (if applicable).
- Submit official Praxis Core Math (or qualifying substitute) results (no minimum score required).
- Pass Praxis II Subject Assessment(s) (if applicable).
- Pass all Virginia mandated tests (RVE/Teaching Reading: Elementary and/or VCLA). Please check specific program guidelines for details.
- Complete Emergency First Aid, CPR, and Use of AED Certification or Training.

*Eligibility for internship varies by each program and is subject to change depending on regulations prescribed by the state. The endorsement specialist, licensure specialist, academic advisor and Clinical Practice Specialist (CPS) will ensure that candidates have met all internship prerequisites.

Internship Placements and Procedures

Each candidate applying for an internship experience must submit a completed internship application to the CPS. Internship applications are due by the following deadlines:

- Fall and Summer: February 15 (school placement) or May 1 (On-the-Job)
- Spring: September 15 (school placement) or November 1 (On-the-Job)

All internship applications are processed and noted in the Mason database. All placements are coordinated through the school systems' human resources department and are dependent on the school divisions' conditions for accepting candidates and the availability of MTs. The school system will notify the CPS of placement information within three to six months of receiving the applications. In order to avoid confusion on the part of the school systems, only one source of contact on behalf of CEHD is to be made regarding placement and this contact is the CPS.

US assignments are made during the month prior to the start of the internship experience. If you need to request a change for a medical or family emergency, please contact the CPS.

Assignment of Candidates to University Supervisors

Prior to the internship semester, the CPS will send each potential US an internship preference form via email. The US is asked to indicate his or her preferences (number of candidates, counties, content area). The CPS will review all US preference forms and assign candidates to supervisors based on these criteria. Candidate assignments will be emailed to each US prior to orientation. **After receiving the candidate assignments, US are required to send an introductory email to all of their candidates with their contact information and the internship course syllabus.**

Mandatory Internship Orientation

University supervisors and candidates are required to attend a mandatory orientation meeting prior to the beginning of the semester. Academic programs are responsible for conducting orientations and communicating with US regarding scheduled orientation dates and locations. During this meeting, university supervisors will receive training regarding the US expectations and responsibilities. They will also be provided with internship folders for each candidate they have been assigned. The US and their candidate(s) will have an opportunity to meet and discuss internship plans for getting started.

Introduction to the Internship Course

The College of Education and Human Development's internship program aligns with our core values: Collaboration, Ethical Leadership, Innovation, Research-based practices, and Social Justice. It is our goal to prepare candidates to become reflective practitioners and effective professionals who use research-based practices and integrate technology into their teaching practices. The internship is the culminating experience in our state-approved teacher licensure programs, and it provides opportunities for extended practice under the guidance of experienced professionals from the school and university. It is an integral part of a candidate's coursework and provides the most significant opportunity to apply his/her new knowledge, skills, and dispositions.

Internship Syllabus

Each internship course has a corresponding syllabus that outlines teacher candidate expectations, required internship assignments and documentation, internship procedures and policies, and a weekly list of a candidate's responsibilities. To ensure that the US expectations are clear for each candidate, a syllabus must be distributed at the beginning of a candidate's internship. Syllabi are developed by academic program faculty and provided to university supervisors.

Length of Internship

The length of an internship experience varies depending upon the requirements of the candidate's program. US are expected to become familiar with their candidate's program and its requirements. The number of internship credits determines length of the internship and the number of visits that are required by the US. All internship dates are set by TEACHERtrack. Please consult the appropriate internship program manual for further details, or contact the CPS.

Internship Manuals (by program)

Each teacher licensure program has prepared its own internship manual, which is updated on a regular basis. Please make sure that you have the most recent version and that your candidates are working from the most recent version. The US is responsible for ensuring that every MT receives the Mentor Teacher Handbook. For each program's most current internship manual visit: <https://cehd.gmu.edu/epo/student-internship>.

Mentor Teachers

Resources for MTs are available on the [CEHD Internships website](#). Please scroll through the various subheadings to access the appropriate and corresponding materials needed.

Mentor Teacher Handbook and Honorariums

Candidates are asked to provide their MTs with a copy of the Mentor Teacher Handbook. Please ensure that the candidate provides the handbook to the MT. Copies are emailed to the candidates each semester.

The university offers honorariums to the MTs who support GMU candidates. Please ensure that your MTs submit the Mentor Teacher Pay Form. MTs also must submit a W-9 for their paperwork to be processed. Forms may be found online by [clicking here](#). Mentor Teachers should follow the guidance on the forms for completion and submission of the MT forms.

Mentor Teacher Verification Letters

Prior to the end of each semester, the CPS will send all mentor teachers an invitation via email to complete a Qualtrics survey. After completion, mentor teachers will receive an email that they can use to document their service as a mentor teacher. Mentors are eligible for VA licensure renewal points through the Virginia Department of Education. The maximum number of points awarded for mentorship/supervision is 90, with one clock hour equaling one mentor service hour. Questions about licensure renewal should be directed to the VDOE licensure team.

The Internship

The US should schedule the first group meeting with the candidate and MT at the placement site within the first week of the internship experience to review expectations and required paperwork. It is imperative that the US and MT stay in constant contact with each other throughout the internship experience, because they will be working collaboratively to evaluate the candidate.

Scheduling Observations

Observations and conferences should be scheduled jointly, with input from the US, candidate, and MT. The US should provide candidate and MTs with options of available dates and times when observations and conferences might be scheduled. In general, the US should not conduct unannounced observations.

What to Note in Observations

It is very important to write observations that are both honest and supportive. The following are guiding questions to help US conduct observations. These questions are offered to maintain consistency among university supervisors.

Preparation and Planning

- Are there detailed lesson plans?
- Is there a clear learning objective?
- Do the activities engage students in learning?
- Is there a sequence of activities that are focused on the learning objective?
- Were materials and equipment gathered in advance of the lesson?

Instruction and Classroom Management

- Are there a variety of teaching methods, techniques and strategies demonstrated?
- Is content presented accurately?
- Are instructions given clearly?
- Do learners work independently and in groups?
- Is critical thinking encouraged?
- Are students motivated through challenging activities that interest them?
- Are high expectations communicated to students?
- Is there evidence of respect for the students' individual differences and cultural diversity?
- Is there evidence of routines?
- Are two or more student activities managed simultaneously with attention to each?
- Is disruptive or destructive behavior handled firmly and fairly?
- Are oral and written communication skills demonstrated effectively?

Assessment

- Is feedback from students utilized to adapt pacing and instructional strategies?
- Is formal and informal assessment in evidence?
- Is student learning assessed during instruction?

Professional Dispositions

- Is constructive feedback welcomed?
- Are suggestions for improvement implemented?
- Are school policies observed?
- Is a positive attitude demonstrated?
- Is flexibility demonstrated?
- Is appropriate professional dress and behavior demonstrated?

Substitute Teaching during Internship

A candidate may occasionally substitute for his/her MT during the internship, provided that several guidelines are strictly followed. These guidelines are:

- Candidates must already be fully hired and trained as a substitute by their internship location's school division prior to any substitute teaching.

- Candidates may only substitute in the classroom of their mentor teacher with the building administrator's advance knowledge and permission.
- Candidates may only substitute in the classroom of their mentor teacher when the mentor teacher is absent due to illness or family emergency. Candidates should accompany their mentor teachers to professional development activities when those are scheduled, and therefore should not substitute if/when the mentor teacher is out for such activities.
- Candidates may only substitute for their mentor teacher at or past the point where they are engaged in independent teaching.
- Candidates may not count hours spent substitute teaching towards their direct/indirect hours requirements for licensure.
- Candidates may not leave their internship prior to its end date in order to serve as a long-term substitute teacher; completing the internship with fidelity and in a timely manner must always take precedence over substitute teaching.

Documentation and Record Keeping

Documentation is one of the most important tasks of the US. In each evaluation of a candidate, the US must be willing to elaborate verbally and in writing about the strengths and weaknesses of a candidate's performance. Supportive and constructive criticism is encouraged, as well as suggestions for improvement. Supervisors should thoroughly document *everything* observed during the internship. In rare cases, when a candidate is not doing well, **documentation is the only support a supervisor has to justify a failing or "No Credit" grade.** Moreover, if a candidate is struggling, the US must convey this feedback to a candidate, and have documentation that this feedback has occurred.

Remember, "If it's not written down, it didn't happen." **Please promptly inform the CPS of any situation in which a candidate is at risk of failing the internship.**

End-of-Internship Paperwork

University supervisors are responsible for submitting internship paperwork electronically to their academic program at the end of the semester for accreditation purposes. While specific deadlines are set each semester and communicated by their academic program, paperwork is generally due within one week of the conclusion of internship.

End-of-Internship Surveys

US, MTs, and candidates are required to complete online end-of-internship surveys via Qualtrics each semester. The CPS will email all links to university supervisors and they are asked to then distribute links to their MTs and candidates. Candidates who participate in two internship placements will complete the survey twice, once after the end of each placement. Candidates participating in one internship, for example, On-the-Job candidates, will complete the survey once.

Internship Extensions

In some cases, internships must be extended due to inclement weather make-ups, illnesses, family emergencies, or a candidate's need to accumulate more hours. It is absolutely within the supervisor's right to suggest this, but it must be approved by the TEACHERtrack office, the Academic Program Coordinator, and the MT. University supervisors should report these types of internship extensions to the CPS. For performance-related extensions, there must be documented evidence that the extension is warranted. This should be communicated to the TEACHERtrack office as soon as the issue arises.

Grading

Grades are due one week prior to the end of the semester and should be submitted via the instructions provided to the US by their cooperating academic program. Please make sure that grades are communicated to the candidate.

Grading for Candidates at Graduate Level

Grade	Definition
S	Satisfactory — The candidate successfully meets internship requirements and can be recommended for teacher licensure.
NC	No Credit — The candidate will not be recommended for teacher licensure unless he/she repeats all or part of the internship with satisfactory performance (this may require enrolling and paying tuition for additional credit hours in a subsequent semester, or paying a fee for extended supervision).
IP	In Progress — The candidate's performance cannot be evaluated at the end of the grading period due to extenuating circumstances (medical or family emergency, etc.). An IP grade can be changed to S or NC upon completion of requirements.

Grading for Candidates at Undergraduate Level

Some programs, like Secondary Education, enroll both graduate and undergraduate teacher candidates. Undergraduate candidates are assigned a letter grade based on the Undergraduate Special scale. Please consult the EDCI 490 syllabus.

US Re-certification Points

Please note that the US may be eligible to receive licensure re-certification points for their work as a University Supervisor. The CPS will email all supervisors a link to a Qualtrics survey where they will be able to document their service for VA licensure renewal purposes. It is also important that the US maintain a list of their candidates each semester.

Supplemental Support Resources for Teachers from Virginia Department of Education (VDOE)

- Professional Development Toolkit for New & Beginning Teachers (video presentations): http://www.doe.virginia.gov/teaching/career_resources/
- Stepping Stones to Success Manual (A manual for new teachers and mentors addressing a variety of issues and good practices that teachers need to be successful in the classroom): http://www.doe.virginia.gov/teaching/career_resources/stepping_stones.pdf
- Teaching in Virginia: Career Resources and Incentives: http://www.doe.virginia.gov/teaching/career_resources/

Contact Information

Ms. Amanda Davis
Clinical Practice Specialist
Email: internsh@gmu.edu
Telephone: 703-993-9777
Fax: 703-993-5701

- Amanda is your primary contact for questions related to candidate assignments, contracts, and general internship questions.

Ms. Beth Rooney
Office Manager
Email: erooney1@gmu.edu

- Beth is your primary contact for mileage or compensation payment issues.

Dr. Roberto Pamas
Director of TEACHERtrack and Associate Professor of Education
Email: rpamas@gmu.edu

- Dr. Pamas is your primary contact for higher-level internship issues.

Office Location:

TEACHERtrack Office
Thompson Hall, Suite 2300
Campus Map: <https://www.gmu.edu/resources/welcome/Directions-to-GMU.html>
Hours: Monday-Friday, 8:30 AM – 5PM

Mailing Address:

TEACHERtrack Office
George Mason University
4400 University Drive MS 6C13
Fairfax, Virginia 22030

Mason Finance Gateway Instructions for University Supervisors (Adjunct Faculty)

How to Register to Use the Mason Finance Gateway

George Mason University IT Services can be contacted at <https://itservices.gmu.edu/> regarding your general username and password assistance.

VPN Requirement

Users who access the Mason Finance Gateway (MFG) from an off campus location or using the Mason Wireless (i.e. MASON-SECURE) will be required to use Mason's virtual private network (VPN) and should visit the ITS Service Catalog for download instructions: http://itservices.gmu.edu/services/view-service.cfm?customel_dataPageID_4609=6169. Questions about VPN access should be referred to the ITS Support Center at 703-993-8870 or support@gmu.edu. Users accessing the MFG via a computer connected to a wired network on Mason's campuses are not impacted.

For access and general directions, you will need to attend an initial training session:

<https://fiscal.gmu.edu/mason-finance-gateway/>