



****7 week term/14 week semester Overview**

**Students may be registered for 7 week term classes or 14 week full semester classes

WEEKS 1-2		7 WEEK & 14 WEEK CLASSES
Pre-service teacher contacts administrator and supervising teacher	- Pre-service teacher contacts the administrator of the school and follows procedures on how to contact supervising teacher. - Pre-service teacher meets with supervising teacher to review how many hours will need to be earned for the 7 week term or 14 week semester (15 hours per class, pre-service teachers may take up to 3 classes per 7 week term or up to 6 for the 14 week term) - Pre-service teacher and supervising teacher determine a schedule for the 7 week term or 14 week semester - Pre-service teacher reviews syllabi and syllabi addendum of assignments with supervising teacher	☐
WEEKS 2-3		7 WEEK & 14 WEEK CLASSES
Pre-service teacher begins determined schedule	- Pre-service teacher begins the determined schedule - Pre-service teacher reviews syllabi addendum/assignments with supervising teacher	☐
Observation & interaction	Pre-service teacher observes and interacts with class guided by the supervising teacher	☐
WEEKS 4-5		7 WEEK & 14 WEEK CLASSES
Observation & interaction	- Pre-service teacher observes and interacts with class guided by the supervising teacher - Pre-service teacher reviews syllabi addendum/assignments with supervising teacher	☐
Track Progress	Supervising teacher reports any concerns or issues to DSC Clinical Supervision Team Member-Martin Goldys goldysm@daytonastate.edu or Margie Hensler henslem@daytonastate.edu	☐
DSC Information request	- DSC Clinical Supervision Team sends Supervising Teacher Information form to Supervising Teacher (information is kept on file at DSC for data collecting purposes) - Supervising teacher completes form and submits electronically to DSC Clinical Supervision Team Member - Form does not need to be completed if Supervising Teacher has hosted a DSC Bachelor's of Education student in the past and has submitted completed form to DSC	☐

7 WEEK CLASSES-WEEKS 5-6		14 WEEK CLASSES-WEEKS 5-13
Observation & interaction	- Pre-service teacher observes and interacts with class guided by the supervising teacher - Pre-service teacher reviews syllabi addendum/assignments with supervising teacher	☐
7 WEEK CLASSES-WEEKS 6-7		14 WEEK CLASSES-WEEKS 13-14
Observation & interaction	- Pre-service teacher observes and interacts with class guided by the supervising teacher - Pre-service teacher reviews syllabi addendum/assignments with supervising teacher	☐
Evaluation	- Supervising Teacher fills out electronic evaluation form for each class pre-service teacher has taken - Supervising Teacher submits each form to DSC Education email address- education@daytonastate.edu from his or her Volusia County or Flagler County email address	☐
ADDITIONAL INFORMATION		
Questions, concerns, suggestions	- If Supervising teacher has issues or concerns regarding the DSC pre-service teacher, he or she should contact the school administrator and a member of the DSC Clinical Supervision Team immediately Martin Goldys goldysm@daytonastate.edu 386-506-3464 Margie Hensler henslem@daytonastate.edu 386-506-3487 - Feedback regarding the program is also welcome, please send to one of the above DSC Clinical Supervision Team Members	