

**\*ATP Field Supervisors "Things to DO" and "Things to TURN in" Check List:**

- 1) Attend ATP Training session (at Austin College) for all field supervisors (Check with ATP Administrative Assistant for date(s) of training.) (903-813-2327)
- 2) Attend the Regional Service Center training at R10 for Field Supervisors prior to first session with your ATP Student. (Check on available dates & times at [www.region10.org](http://www.region10.org))
- 3) View/print/save ATP Expectations guidelines for later reference. (As needed)
- 4) View/Print /save ATP Field Supervisor PowerPoint for future reference.
- 5) Get all the contact information on your Grad Students from the ATP Administrative Assistant and contact/introduce yourself to your students before school begins.
- 6) Give/send the "Attendance Calendar" (In your Field Supervisor Documents) to your ATP students. (They are responsible for keeping up with their attendance dates. They need to have their cooperating teacher initial the days in attendance. (70 days/ 14 weeks for clinicals. CLINICALS ONLY! NOT for interns!)
- 7) Make sure your students mark the seminar dates on their calendars in case they might need to be absent on these days or when/where the seminar will take place. (Could be on-line.)
- 8) Print/Save/bookmark any or all documents in the Field Supervisor Folder on the ATP Website.
- 9) Keep your mileage along with dates, locations, & Google maps for each location on the Excel Spreadsheet entitled "ATP Field Supervisor Mileage" chart to turn in with all other documents at the end of each semester.
- 10) Print/Save all 4/3 observations (Clinicals) or five observations (Interns) to keep in your student folder to turn in at the end of each semester.
- 11) View/print/save the "ATP Clinical - Intern Evaluation Rubric" for reference when observing your students and helping with lesson evaluations.
- 12) View/print/save spreadsheet of evaluation dates/ times/ locations & Principal signatures to keep as a reference and to turn in at the end of your term.

**\*Things to "Turn In" OR "DO" by the end of your contract: (Please turn in any documents/forms to the ATP administrative assistant along with this checklist)**

- 1) Meet with your ATP Grad Student (Clinical/Intern) about their assignment \_\_\_\_\_
- 2) Set up a meeting with each cooperating teacher prior to start of semester/term \_\_\_\_\_
- 3) Turn in all evaluations ( 3/4 for Clinicals) / (5 for Interns) to the administrative Assistant \_\_\_\_\_
- 4) Turn in ATP student attendance sheet (Clinicals ONLY) with all 70 days (14 weeks) initialed by the cooperating teacher \_\_\_\_\_
- 5) Turn in your Excel Mileage Spreadsheet with mileage, dates, students & maps for reimbursement \_\_\_\_\_
- 6) Turn in Principal Signature page with dates of observations, locations, minutes, etc. (4 per student) \_\_\_\_\_

• Signed: \_\_\_\_\_ Date: \_\_\_\_\_