



**TO:** Program Coordinators

**FROM:** Interim Associate Cheryl Hanley-Maxwell *CHM*

**SUBJECT:** Supervisor Qualifications

**DATE:** August 21, 2009

Associate Dean Ken Zeichner sent out a memo in July 2007, at the conclusion of the DPI review of our certification programs. This memo was a reminder of the state requirements regarding the background and experience of individuals who supervise practicum students and student teachers in teacher certification programs. This memo is a reminder of those qualifications.

DPI regulations (PI34), require that individuals “who supervise practicum students, student teachers, or interns shall have at least 3 years of experience in prekindergarten through grade 12 settings or administrative settings appropriate to their assignment.” The law does not say that supervisors need to be certified or that their P-12 teaching experience needs to have been in the U.S. or in public schools. Supervisors also need to have had teaching experience and expertise in the subject matter areas and grade levels taught by the student teachers they are supervising. Fortunately, it is up to us to determine whether particular individuals have backgrounds appropriate for their supervision assignments. **To meet the PI34 requirements, the individuals hired to supervise practicum students, student teachers, or interns must have the 3 years of P-12 teaching. Faculty may then exercise their judgment as to whether the supervisor’s specific teaching experience is relevant to supervision assignment.**

In addition to the background and experience of supervisors, cooperating teachers who work with student teachers need to have preparation to supervise student teachers. PI 34 does not say anything about the preparation of university supervisors. However, several years ago the School of Education organized a workshop for new university supervisors. New Supervisors are **required** to attend the New Supervisors Workshop that is offered by EAS staff on Tuesday, September 1 from 8:15 to 3:00 (see the attached memo from Valli Warren). Please note, your supervisors will need to register for this event. Information about registration is included in the memo. If a new supervisor needs a temporary password, the password that should be used is 6060. Please make sure that your new supervisors get the information about this workshop requirement

In addition, there is a graduate course offered in the School of Education that focuses on student teacher supervision: Curriculum and Instruction 860, Supervision in Teacher Education. This course is offered every fall and in the first 4-week summer session. Please encourage your new supervisors to take this course in addition to their attendance at the one day August workshop. If you have any questions about any of the information in this memo, please let me know.

**School of Education Office of the Dean**

310 Lathrop Hall      University of Wisconsin–Madison      1050 University Avenue      Madison, Wisconsin 53706-1304  
608/262-1763      Fax: 608/265-2512



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