

Eastern Mennonite University

Qualifications of University Consultants

University Consultants are assigned by the Chair of Undergraduate Teacher Education according to the following principles:

1. P-12 teaching experience in the content or grade level to match the student teaching assignment (if possible)
2. Holds, or has held, a professional teaching license with proper endorsement to match the student teaching assignment (if possible)
3. Doctoral or advanced degree provides expertise in content area of the student teaching assignment
4. Retired K-12 Public School Administrator

Expectations for the University Consultant

The university consultant is directly responsible for each student teacher assigned. The university consultant's job is to keep in close touch with the progress of the student, and to insure that the student teaching experience is a successful one. More specifically, the responsibilities of the university consultant include:

1. Attend the Cooperating Teachers Dinner, the Student Teaching Celebration Breakfast, and in-service sessions as planned on student teacher supervision.
2. Keep channels of communication open with all key persons relating to the student teaching experience
3. Visit the student teacher in his/her classroom at least five times during the seven-week placement.
4. Hold a two-way conference with the student teacher following each formal lesson evaluation (this may occur on site or on campus).
5. Hold a minimum of two three-way conferences with the student teacher and the cooperating teacher during each seven-week placement.
6. Give feedback based on weekly reports and observations and make specific recommendations for improvement, especially in such areas as (a) lesson plans, (b) assessment of student learning, (c) differentiation of instruction, (d) classroom management, and (e) development of the student teacher's personal teaching style.
7. Examine and discuss lesson plans, Documentation of Student Learning, and keeping of records.
8. Complete the midterm and final evaluation of each student teacher and assist in bringing satisfactory closure to the total experience.
9. Collect all student teaching paper work (clinical faculty and university consultant lesson observation forms, weekly progress reports, weekly hour report forms, and cooperating teacher and university consultant midterm and final evaluations) and submit to the administrative assistant at the conclusion of each seven-week placement.
10. Serve as contact person for the student teacher when questions arise related to absences or other irregularities or emergencies.
11. Complete an evaluation of each cooperating teacher.
12. Enter data into the EMU Portfolio system, as applicable.