FIELD EXPERIENCE MODULE USER’S GUIDE FOR INSTRUCTORS/SUPERVISORS

Detailed Instructor/Supervisor Access Information

The Supervisor is one of two roles in the Field Experience Module that corresponds to the responsibilities usually associated with a Faculty user - mainly assessing students. This role is ideal for any college or university personnel who also act as advisors, observers, or assessors of the activities of interns in the field. An individual must already have a LiveText faculty account in order to be added by the FEM Admin as a Supervisor, and a Supervisor can simultaneously be an instructor of courses in LiveText, including the course associated with the internship.

The primary responsibilities of the Supervisor include:

- Assessing Interns during the field experience placement

- Monitoring the activities of his or her assigned interns in the field through the shared workspace to which each intern-mentor-supervisor team has access. When a Supervisor clicks the Field Experience tab, he/she will have access to only one sub-tab, called Placements.

Instructor/ Supervisor's Assigned Students

The Instructor/Supervisor can access any assigned placement from this tab. By default, only active placements will display.

Each placement is listed individually, and includes important identifying information such as the site, the start and end dates, and the FE/internship title. The assessments for each placement are also listed, and those assigned to the Supervisor appear as links, so that he or she can begin one with a single click. The names of the Intern and Mentor associated with each placement appear with email icons next to them. Clicking on any one of these icons will open a hovering window in which the supervisor can compose an email.
Viewing Instructor/Supervisors Placements

At the top right corner of each placement listed on this page, the Instructor/Supervisor will also find a button labeled View Placement Details. Clicking on this button will direct the supervisor to a screen containing the full details of this placement. This page is the aforementioned “shared workspace” that is accessible to all three members of the assessment team for this placement. (Supervisor, Mentor, and Intern)

1. Placement details are displayed on the left (i.e., the internship title, the associated course information, site location, grade, subject).

2. The View Demographics button will display the demographic information for both the site and the classroom. The Supervisor is only able to view demographics.

3. The names of the Intern and Mentor again appear next to email icons. Clicking one of these icons will open an email window.

4. All assessments for the internship are listed in the center of the page. Assessments will be linked if they are assigned to the Supervisor, or if they have been completed and published for viewing by the Supervisor. Remember, each user’s permission to see a completed assessment is determined by the publishing rules set by the Placement Coordinator.

5. In the Attachments area, work samples that have been posted by the Intern are linked and may be viewed. Attachments can be either LiveText documents or files.

6. The Time Log for this placement will display to the right. Hours are entered by the Intern and the Supervisor is able to Approve hours.

Assessing the Teacher Candidate

At the end of the semester, the Supervisor must assess the Teacher Candidate.

- Go to www.LiveText.com
- Enter Username and Password
- Click Login
- Click on FIELD EXPERIENCE (tab at top left)
- Click on VIEW PLACEMENT DETAILS (upper right hand corner)
- Click on COMPLETE ASSESSMENT
- Click on the rubric in each category
- Enter comments at the top of the rubric.
- Click on Submit