**Case Study and University Supervisor Log**

Directions:

1. You will engage in a case study where you demonstrate your university’s standard practice for observing a teacher candidate and providing feedback. We are interested in learning ‘how supervision is typically done.’
   1. Please use our prompts included in this document to log this experience so we can learn about your previous experience, materials used, time commitments, and decision-making processes. We recommend reviewing the log before beginning to familiarize yourself with what we are hoping you can log as you engage in this case study (e.g., how many minutes did you spend…).
   2. Please use the resources provided in this case study to mirror your standard practice as closely as possible. You may not need everything that is provided. If you think our case study content or materials is missing something that you typically refer to, please log that in your notes to help us refine our case study moving forward.
2. Please use your university feedback form for observations to complete this case study. If you do not have a form, please follow your programs typical practice for providing feedback.
3. We will ask you to submit your written work from this case study including the feedback you document and the log you complete prior to arriving at the FRaME Institute.
4. Please begin by reading the “Intro to Video” to become acquainted with the teacher candidate before you launch into your university supervision process.

Materials Used:

1. Which Materials did you use from the case study?
2. Were there missing materials? Meaning, what, if any, additional information were you looking for that is typically part of your university supervision standard practice?
3. In what ways, if any, are your materials different from what is provided?
4. Do you ask for a teacher candidate reflection (e.g., reflection journal, written reflection, video reflection) and if so, how is this activity structured?
5. Do you ask for a teaching video and if so, how is this activity structured?
6. Do you target specific instructional content during observations (e.g., this case study targets teaching expectations) and if so, what content do you focus on?

Time Spent:

1. How long do you typically spend observing live teaching during an observation session (how many minutes do you watch the teacher candidate for)?
2. About how long do you typically spend providing feedback to the teacher candidates?
   1. Can you share the format for providing this feedback (e.g., email, conference, evaluation form, bullet points, combination of multiple approaches)?
3. Do you typically observe in-person, through streaming video, using pre-recorded video, or some combination?
   1. What is a typical observation schedule for formal student teaching field experiences? (e.g., three formal observations at the beginning, middle, and end of the internship each with a holistic review of teaching ability and informal observations as needed)
4. In regards to this case study, how many times did you watch this teaching video?
5. In regards to this case study, how many minutes did you spend providing feedback?

Decision-Making Processes:

1. Do you have autonomy when structuring this feedback approach or are you following standard protocol for your program/college?
2. What do you typically look for during a formal teaching observation? Please discuss specifics to the degree they are applicable.
   1. Do you have an observation form that all University Supervisors in your program/college use?
   2. If yes, does the observation form list which aspects of teaching to focus on when observing?
   3. Are the teaching behaviors to be observed decided before the observation?
   4. Is the observation more of a holistic review of overall ability or are there specific areas identified for targeted feedback?
3. Can you please explain your typical approach to providing feedback?
   1. In this case study, what was your approach to providing feedback?
4. In this case study, what was you focus for feedback?
5. In this case study, how did you analyze teaching behaviors?
   1. Did you use guidelines?
   2. Did you analyze the teaching video overall, minute-by-minute, using frequency counts, or something else?

Other Reflections and Logged Notes:

Please use this space to capture additional thoughts as you engage in the case study