

Qualifications and Responsibilities of Field Supervisors

A. Field Supervisor Qualifications

Ideally, field supervisors are certified in the area(s) for which the intern is seeking certification. But this is not always possible. School professionals with experience in the certification area are able to serve as field supervisors in many cases. Whether or not a person is able to serve as a field supervisor is determined through collaboration between the intern, the potential field supervisor and the ETRA field experience coordinator.

B. Internship Placement Sites

Sites are considered appropriate for an internship placement if:

1. A supervisor is available at or near the site.
2. There is work to be done at the site that supports the growth of the intern.
3. The intern will have experience with a diverse population. Diversity is determined by the demographic data from the Illinois Interactive Report Card (<http://iirc.niu.edu/>). Whether or not a site is diverse enough is determined on a case-by-case basis through the collaboration of the intern, the potential supervisor and the ETRA field experience coordinator.

C. Supervising an Internship

The process for supervising an intern occurs as follows:

1. The intern contacts the potential field supervisor and sets up a meeting.
2. The intern and the field supervisor meet.
3. If it is determined that an internship should be established, an intern works with a field supervisor to create internship goals/objectives aligned with appropriate technology standards as well as a field supervisor agreement. An intern creates a personal copy of these documents and a copy for the field supervisor. The field supervisor acknowledges their willingness to participate in the internship by signing a field supervisor agreement. The intern will later turn both documents in as part of his or her internship application process.
4. Once the interns are placed, the intern begins work under the supervision of a field experience supervisor. The field experience supervisor will share pertinent knowledge and help the intern to develop skills pertaining to the internship. The field experience supervisor will meet with the intern as planned and/or as needed to support the work of the intern. There is no set number of meetings required. The intern and the supervisor should meet as needed/planned. Expectations for time, date, number and duration of meetings should be addressed as part of planning the internship.



**Northern Illinois
University**

College of Education

Olha Ketsman, Ph.D.
Clinical Assistant Professor/ ETRA Field Experience Coordinator
Department of Educational Technology, Research and Assessment
Northern Illinois University
DeKalb, IL, 60115-2828
Phone: (815) 753-9687
Email: oketsman@niu.edu
<http://www.cedu.niu.edu/etra>

5. A field experience supervisor will meet once between the halfway and end point of the internship with the intern and the ETRA field experience coordinator.
6. Towards the end of the internship, but not later than the last week of the semester, a field experience supervisor will complete a field supervisor evaluation. Instructions for this evaluation can be found on the ETRA website.

D. Resolving Internship Candidate Issues

Internships should be a positive experience for the intern and the field supervisor. If a field supervisor feels that a placement might not be a good situation for them or the intern, they should not accept the candidate. The field supervisor should not hesitate to contact the ETRA field experience coordinator if there are issues in establishing an internship or issues during the internship.

E. Internship Field Visit

At some point between the halfway point and endpoint of the internship, the intern schedules a field visit with the field experience coordinator at a time that is open for the intern, the field supervisor and the internship coordinator. The intern does not need to be performing work at the time of the site visit. At the site visit, the ETRA field experience coordinator meets briefly with the intern and the field supervisor and discusses progress and plan for the successful completion of the internship.