

September 12, 2016

To: On-Site Candidate Supervisors/Coaches

The University of Redlands values the Administrative Services Credential Program and the associated work that must be completed in preparing candidates to take leadership roles within the State of California. One of the most important aspects of program completion is the practical application and on-site practice a candidate can implement prior to gaining a Preliminary Administrative Services Credential.

The team necessary for candidate success consists of the Candidate, an On-site Supervisor/Coach, and a University Fieldwork Supervisor that must work together to make the preparation a quality learning experience.

We are requesting as the On-site Supervisor/Coach you meet regularly (at least 6 times) over the next 12 weeks to assist the student with the following:

1. Planning a prescribed administrative Fieldwork Experience on your site
2. Implementing the fieldwork plan to enhance the on-site experience
3. Evaluating each area implemented to ensure a completed quality experience
4. Meeting with the student to clarify expectations
5. Assessing the completed work at the end of the term and provide quality feedback to the candidate documenting on forms provided.
6. Meet and collaborate with the University Supervisor who will complete one on-site observation during the 12 week period, discuss progress of the student with on-site mentor/coach and the student. The University Supervisor will collect all documentation and return to Fieldwork Office in a timely manner.
7. Attend at least two professional development sessions provided by the University of Redlands.

In the attached packet, a copy of the California Administrator Performance Expectations (CAPEs) and tentative planning sheets are provided. Please take time to review these expectations and begin the planning process. After review, please sign the signature spaces below. The candidate should make a copy of this form for their portfolio and return the original to the University Fieldwork Supervisor and Fieldwork and Advising Office.

University of Redlands School of Education

Candidate Name, _____ On-Site Supervisor _____

Candidate Contact Number _____ On-Site Contact Number _____

University Supervisor _____ Site name _____ School District _____

Meeting Dates: _____