To: MAT Students
From: Marla Hawthorne, Graduate Clinical Practice and Field Experience Coordinator
Subject: MAT Graduate Field Experience Supervision

The following information explains the procedures for field experience supervision.

**MAT students:** University supervision will consist of both the Instructor’s assessment of the field work (as documented on the Field Experience Assessment Form) AND the on-site supervision which field adjunct, Mrs. Joanna Duncan, provides. She will provide the on-site supervision for MAT field experience placements.

MAT students will indicate the required information on the **MAT GRADUATE FIELD PLACEMENT DOCUMENTATION FORM.** Students are responsible for returning this form to Marla Hawthorne (marlah@muskingum.edu) no later than the fourth week of the term in which the class is taken. The form will then be given to Mrs. Duncan so that she can make her visits to the field experience sites.

She may briefly stop by the room of each cooperating teacher during the term in order to obtain feedback from the teacher and to ensure that each student is completing your field experience activities in an appropriate fashion and exhibiting the professional dispositions discussed in your course. These visits will be unscheduled, but Mrs. Duncan may arrange them according to the days and times you provide on the information sheet. The questions she will ask Cooperating Teachers will vary according to the types of assignments you are completing for the class.

If you are enrolled in more than one class which requires field experience, Mrs. Duncan may be stopping at only one site. **It would be most helpful if you would please complete a form for each class and/or site in which you are completing field work.** Doing so will enable Mrs. Duncan to better coordinate her visits for all students among various sites.