**Supervision Mileage Reimbursement Guideline**

Applicable to:

Field experience courses coded as STE courses (which have designated course fees attached), in Teacher licensure programs housed in STE and those shared by STE and HSS, NHS and PVA.

The funds that provide mileage reimbursement to supervisors are solely generated by student fees. In order to avoid overburdening our students, the following policies will be implemented in Fall 2022:

1. **Mileage reimbursement:** 
   1. Due to budget restrictions:

* A maximum distance of 50 miles ~~50-mile~~ roundtrip per visit is recommended. Beyond 50 miles, rationale is required from the program coordinator for approval from the STE Director prior to travel.
* Supervision assignments should be made according to the residence of the supervisor closest to the school site to assist with lower mileage.

1. **Supervision On-site Visits:**

* Maximum 4-6 supervisor visits required per teacher candidate shall include –
* Initial meeting to make introductions to mentor teacher, review field placement requirements, and establish schedule for lesson observations.
* 2-4 lesson observations depending on placement type (practicum vs. student teaching) and program specific requirements.
* Final wrap up meeting.
* Program coordinator written approval needed for visits beyond the maximum in cases where candidate performance concerns exist. The STE Director must receive written notification of these instances prior to travel.
* Visits to candidates placed in the same school or in the immediate area should be scheduled for the same day in one trip, if possible. If multiple visits are necessary, please request prior approval from the STE director.
* Programs should work together to assign one supervisor per building where possible. One supervisor per building is preferred by partner schools.

1. **Out of Area field placements:**

Candidates placed outside a 100-mile radius of the UNC campus are considered Out of Area. Out of Area supervision options:

* Assign a UNC supervisor who lives in that geographic location.
* Use technology for supervision including Zoom/Teams visits with candidate and mentor teacher, video lesson observations (SES program has information re: successfully used technology).
* Contract a local school administrator as the in-lieu supervisor for onsite observations; while UNC program coordinator or program faculty grade final capstone unit.