Dear Field Supervisor,

Thank you for supervising a teacher candidate this semester. We appreciate all of the work you put into making the student teaching internship a positive experience for all parties. As a field supervisor your function as a liaison between the university, the teacher candidate, and the cooperating teacher is critical. Should concerns arise, please contact us so they may be dealt with before they become problems. Please complete and submit the Field Supervisor Contract, W-4, I-9, and Teacher Retirement System (TRS) forms and return to the Field Placement & Licensure office via email to, fieldplacement@montana.edu, or mail to the address below. Instructions on how to complete the W4 and I9 forms can be found here. If you were a field supervisor last semester, you only need to submit the contract.

In support of MSU’s commitment to the environment, all necessary Field Experience information will now be found on our new Brightspace by D2L online portal. Our 588 course, “Supervising Student Teachers” can no longer be offered due to administrative adjustments in MSU’s online course protocols. However, we would like to introduce you to Mary Beth Green, who will be serving as your online, Brightspace facilitator. Formerly utilized only by faculty and students, Brightspace will now be expanded to include cooperating teachers and university supervisors overseeing student teaching experiences.

We are very excited to provide you with online discussion forums overseen by this experienced mentor who will answer any questions you have on a daily basis as well as hear your suggestions and support you in collaborating with one another. Our office will join in conversations as well, so that we can together celebrate successes while we also mutually support each other regarding potential difficulties. Our goal is to create a truly collaborative network with our valued partners via this platform, and we invite you to freely make use of this opportunity. Creating personal accounts for all cooperating teachers and field supervisors will take a bit of time, so please be patient through this process. Hopefully, everyone will be online with us in early September, if not sooner.

Rather than accessing our field placement webpage, you will find that Brightspace by D2L will now house links and/or forms that include: an updated Field Experience Handbook, a detailed student teaching calendar, our “Roles and Responsibilities” page, and other instructions/vital pieces of information. Additionally, the “Announcements” feature of Brightspace by D2L will allow you to view updates from the Office of Field Placement and Licensure in a timely fashion, such as midterm or end-of-placement instructions. We hope you will find the site a valuable tool during this experience.

Instructions for accessing your personal Brightspace account on D2L should arrive from the field placement shortly after we receive your contracts and tax forms, which we are requesting be provided to us by January 5. When your account has been created, we will contact you with further instructions. After obtaining access, at your earliest convenience, please become acquainted with the site beginning with the handbook, student teaching calendar, and “Roles and Responsibilities” page. Also, we hope that you will check into the discussion area and introduce yourself to this professional learning community of educators, mentors, and support staff.

With Much Gratitude,
The Office of Field Placement and Licensure Staff
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