**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 2023:

1. **Supervision mileage considerations:**
	* Due to budget limitations:
* Supervision assignments should consider distance when being assigned. Programs should work together to assign one supervisor per building where possible. One supervisor per building is preferred by partner schools.
* A maximum distance of 40 miles roundtrip per visit will be reimbursed at the current state mileage rate for the exact mileage driven. Beyond 40 miles, GoReact must be utilized.
* 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 via email.
* If GoReact is used instead of in person visits an incentive may be provided to the supervisor depending on available budget.
* The budget and distance above will allow mileage reimbursement up to $100 per student.
* Scheduling for lesson observations and in-person visits can be done online. Number of lesson observations depends on placement type (practicum vs. student teaching) and program specific requirements. One or two could be in-person, the remaining are via GoReact. One of these in-person visits should include: making introductions to mentor teachers **and** host school leaders, review field placement requirements. The final wrap up meeting can be part of an in-person visit or online.
1. **Exception:**
	* Program coordinator will need to provide written approval for visits beyond the maximum allowed distance above in cases where candidate performance concerns exist and GoReact may not be an appropriate supervision tool. The STE Director must receive written notification of these instances **prior** to travel.
2. **Out of Area field placement supervision options:**
* Assign a UNC supervisor who lives in that geographic location.
* Use GoReact for visits with candidate and mentor teacher, video lesson observations, etc.
* Contract a local school administrator as the in-lieu supervisor for onsite observations; while UNC program coordinator or program faculty grade final capstone unit.