

Winthrop University Archives  
Preliminary Descriptive Inventory

Unit: Education, School of  
Sub-Group: Student Teaching Records  
Series: General Administrative Records

Record Group no: W423.3  
Sub-group no: 6F  
Series no: 2

Description of series and its contents:

**The series consists of the general administrative records concerning student teaching as part of the School of Education.**

| <u>Box (es)</u> | <u>Folder(s)</u> | <u>Contents</u>  | <u>Year(s)</u>              |
|-----------------|------------------|--|-----------------------------|
| 1-3             | 1-10             | Supervising Teacher Contracts  | 1962-1977, nd               |
| 4-5             | 11-15            | School District Contracts  | 1965-1967                   |
| 6               | 16               | Supervising Teacher Correspondence   | 1967-1972                   |
| 6               | 17               | Superintendent Correspondence  | 1964, 1966, 1967, 1970-1973 |
| 6               | 18               | In – service Conference for Supervising Teachers and Administrators                    | 1965-1967, nd               |
| 6               | 19               | Student Teaching Budget  | 1971-1972                   |
| 6               | 20               | Student Teacher Placement and Application Statistics                                   | 1966, 1971-1972, 1977-1978  |
| 6               | 21               | Student Teacher Program Evaluation   | 1966, 1976-1978, nd         |
| 6               | 22               | General Correspondence   | 1966-1967, 1971-1973, nd    |
| 6               | 23               | Special Education/Elementary   | 1971                        |
| 6               | 24               | Principal Correspondence   | 1971-1972                   |
| 7               | 25               | Student Teaching Survey  | 1968-1972, 1974-1978, nd    |
| 7               | 26               | Supervising Teacher Survey   | 1972-1974                   |
| 7               | 27               | Teacher Evaluation Summary Report  | 1972-1974                   |
| 7               | 28               | Placement of Pre- School Student Teachers  | 1967                        |
| 7               | 29               | Student Teaching – Off Campus (WTS)  | 1963, nd                    |
| 7               | 30               | Out – Of- State Student Teaching   | 1967, nd                    |
| 7               | 31               | Observation and Participation Program Reports and Statistics                           | 1977-1978                   |
| 7               | 32               | Transportation for Student Teachers Schedules  | 1967                        |
| 7               | 33               | Schedules of Follow- up Sessions for Student Teachers                                  | 1967-1969, nd               |
| 7               | 34               | S.C. Association for Student Teaching  | 1963, nd                    |
| 7               | 35               | S.C. State Employee’s Association  | 1961                        |
| 7               | 36               | Orientation  | 1967-1969                   |
| 7               | 37               | Student Teaching Committee Correspondence  | 1969-1972                   |
| 8               | 38               | Coordinating Committee for the Teacher Evaluation Programs (CCTEP)                     | 1978, 1980                  |
| 8               | 39               | SOE: Graduate Committee  | 1978-1980                   |
| 8               | 40               | Student Evaluation Committee   | 1979                        |
| 8               | 41               | SOE: Undergraduate Executive Committee   | 1979                        |
| 8               | 42               | SOW: Inservice meetings  | 1980                        |
| 8               | 43               | Teacher Education Advisers   | nd                          |
| 8               | 44               | National Council of States on Inservice Education (NCSIE)                              | 1979                        |
| 8               | 45               | Faculty Improvement Suggestions  | 1960, 1962, nd              |
| 8               | 46               | Orientation Schedule   | 1969                        |
| 8               | 47               | Coordinator Correspondence   | 1970-1972                   |
| 8               | 48               | Teacher Education Program Planning   | 1972                        |
| 8               | 49               | Student Teaching Committee Minutes   | 1970-1976, nd               |
| 8               | 50               | State board of Education Committee(Recruitment, Training, Compensation Correspondence) | 1978, nd                    |
| 9               | 51               | Student Teaching Handbook  | 1987-1988                   |

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|-----------------|------------------|---|----------------|
| 9               | 52               | (CCTEP) Minutes   | 1975-1980      |
| 9               | 53               | (CCTEP) Minutes   | 1981-1987      |
| 9               | 54               | (CCTEP) Minutes, Agendas, Reports Correspondence, Surveys, etc. | 1986-1987      |
| 9               | 55               | (CCTEP) (continued)   | 1986-1987      |
| 10              | 56               | (CCTEP) Minutes, Agendas, Reports, Correspondence, etc.         | 1975-1977      |
| 10              | 57               | (CCTEP) Continued   | 1975-1977      |
| 10              | 58               | (CCTEP) Minutes, Agendas, Reports, Correspondence, etc.         | 1977-1978      |
| 10              | 59               | (CCTEP) Minutes, Agendas, Reports, Correspondence, etc.         | 1978-1979      |
| 10              | 60               | (CCTEP) Continued   | 1978-1979      |
| 11              | 61               | (CCTEP) Minutes, Agendas, Reports, Correspondence, etc.         | 1979-1980      |
| 11              | 62               | (CCTEP) (continued)   | 1979-1980      |
| 11              | 63               | (CCTEP) Minutes, Agendas, Reports, Correspondence, etc.         | 1979-1980      |
| 12              | 64               | (CCTEP) Minutes, Agendas, Reports, Correspondence, etc.         | 1980-1981      |
| 12              | 65               | (CCTEP) Minutes, Agendas, Reports, Correspondence, etc.         | 1981-1982      |
| 12              | 66               | (CCTEP) (Continued)   | 1981-1982      |
| 13              | 67               | (CCTEP) Minutes, Agendas, Reports, Correspondence, etc.         | 1982-1985      |
| 13              | 68               | (CCTEP) (continued)   | 1982-1985      |
| 13              | 69               | (CCTEP) (continued)   | 1982-1985      |
| 13              | 70               | (CCTEP) Minutes, Agendas, Reports, Correspondence, etc.         | 1985-1986      |
| 14              | 71               | (CCTEP ) Minutes, Agendas, Reports, Correspondence, etc.        | 1987-1988      |
| 14              | 72               | Student Teacher Handbooks                                       | 1966-1973      |
| 14              | 73               | Student Teacher Handbooks                                       | 1974-1979      |