

## CLINICAL TEACHING ABCs

### Field Experience Advisor Expectations

1. Work with integrity.
2. Keep a positive attitude.
3. Follow all directives and procedures.



**ASU Clinical Teaching Team:** There are key people involved in the clinical teaching experience- the University Supervisor, the Cooperating Teacher, the Field Experience Advisor, and the campus principal. The team will work together to support and guide you during your clinical teaching experience.

**Attendance:** The clinical teacher must follow the public-school calendar during the clinical teaching assignment and is expected to be in school every working day. In the case of any situation in which the clinical teacher must be absent from school, the cooperating teacher AND the university supervisor MUST be notified before the absence or, in the case of an illness or emergency, as soon as you know you will not be on campus. Be sure to leave a set of your lesson plans in the classroom at all times in case you have to be absent.

1-3 Absences: Absences will be made up with additional days after clinical teaching.

4-5 Absences: These absences will also be made up with additional days after clinical teaching. In addition, candidates will be required to write a supplemental research paper (3 full pages 12 pt. font) for each absence over four.

More than 5 Absences: Individual cases will be reviewed; the candidate will more than likely be asked to withdraw from the program or receive an "Incomplete."

**Calendar:** The Clinical Teaching Calendar is posted to help you. It has important deadlines that will guide you through this semester, and it is your responsibility to adhere to the calendar and attend required meetings and events.

**Cell Phones:** Cell phones should not be used for personal use when you are supervising or instructing students. The ringer should be on silent, and the cell phone should not be visible. If you have a specific reason to have your ringer on, you need to notify your University Supervisor.

**Chain of Command:** Clinical teacher- Cooperating Teacher/ University Supervisor- Field Experience Advisor- Director of Educator Support Services \*Inform your University Supervisor of everything.

**Child Protective Services:** It is your responsibility to contact Child Protective Services if you believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person. If a student tells you about any abuse or neglect, you are required by law to contact CPS within 48 hours. Contact CPS at 1-800-252-5400 or <http://txabusehotline.org>

**Confidentiality:** Be extremely careful about keeping information regarding students private – especially when out in public. No discussions should be made to anyone other than the student and/or parent, your team, and supervisor. Please make sure all written documentation is properly put away and kept confidential. Never put a student's name in the subject box of an e-mail. Try not to put student names in e-mails, and always be completely factual with no opinions.

**Criminal Background Check:** If you are doing your clinical teaching in SAISD, you must have a criminal background check run and cleared at the beginning of your clinical teaching semester before going onto any SAISD campus. (This is why you provided me with your address, date of birth and social security number before beginning at your school.) If you will be doing your clinical teaching outside of SAISD, you will need to contact your assigned district's Central Administration building and make sure you have followed all the rules and regulations of that district.

**Discipline:** Learn the procedures for classroom management in your supervising teacher's class, and use them. If you have trouble controlling behaviors, ask for help. If necessary, recommend additions to their program only after you have tried theirs and it did not work for you. Never put a student out in the hallway unattended.

**Dismissal:** Each candidate in the Educator Preparation Program will be of good moral character as defined in Chapter 249 of the Texas Administrative Code. Good moral character is defined as “the virtues of a person as evidenced, at a minimum, by his or her not having committed any crimes relating directly to the duties and responsibilities of the education profession or acts of moral turpitude.” A list of acts for which an individual will be dismissed from the EPP can be found in the handbook.

**Dispositions:** Professional attitudes, values, and beliefs demonstrated through both verbal and non-verbal behaviors as educators interact with students, families, colleagues, and communities. These positive behaviors support student learning and development. 1) Professional Practice 2) Professional Qualities 3) Professional Relationships 4) Professional Development

**Dress Code:** Clinical teachers are expected to dress professionally **at all times**. (See ASU Dress Standards) Remember you want to distinguish yourself from the children and stand out with the faculty. Wear neat, tailored clothing appropriate for teachers. Check your campus’ dress code policy for further requirements.

**Drinks & Food:** Clinical teachers are not allowed to eat or drink in class. The Texas Public School Nutrition Policy has strict rules regarding foods on campus. It is not approved to give students food (such as reward candy or incentives) in class.

**E-Mail:** Please check your ASU and campus e-mail either during conference time or after school each day. Other times of the day, you are expected to be up teaching or monitoring students as they do independent work. Remember, e-mail is NOT confidential. Anything sent can be public record.

**Evaluation:** Clinical teachers will be evaluated by the University Supervisor and the Cooperating Teacher in many different areas, such as: planning, teaching, assessment, attitude, enthusiasm, classroom management, relationships with others, and willingness to participate in areas outside the classroom. The evaluation of clinical teachers is based on the InTASC Model Core Teaching Standards & the Texas Teacher Standards - the same elements that Texas teachers are evaluated with T-TESS. Clinical teachers will create an online portfolio in TaskStream. It is a reflective and selective collection of lesson plans, journal, and artifacts. Four “Effects on Student Learning” Conferences will be held to evaluate your performance. You will be assessed using three performance levels- Improvement Needed, Developing, & Proficient. If you receive a “IN” in any area, you will be given an opportunity to correct the area of weakness or withdraw from clinical teaching. The cooperating teacher may use weekly evaluations to convey performance and progress. For secondary clinical teachers, assessments by ASU departments will be given at the end of the semester to identify performance according to content standards. Your final clinical teaching grade will be either Pass or Fail.

**Failures:** There are things that can lead to a failing grade, such as inappropriate relationships with students (language, personal relationships, discipline), poor attendance, unprofessional appearance, lack of planning, inability to control the class, and/or principal request for removal from campus.

**I.D. Badges:** All clinical teachers are required to wear an identification badge to school.

**Jobs:** Because of the enormous commitment of time and energy needed to be successful, it is strongly recommended that you do not work while you are participating in the full-time clinical teaching experiences. These 14 weeks often require before and after school participation in addition to the time needed outside of school for lesson planning and preparation. Dedication to completing clinical teaching at the highest possible level needs to be your number one priority.

**Late Arrival:** Normally, there should be no reason for the clinical teacher to be late to school or other responsibilities. If it is unavoidable, notify the University Supervisor and the cooperating teacher. (Excessive late arrivals may result in a “Developing” rating in professional responsibilities.)

**Lesson Plans:** As emergent teacher candidates, clinical teachers are expected to follow their school's expectations for lesson planning. Lesson plans must be completed and approved by your cooperating teacher. Most cooperating teachers ask for them by Thursday the week prior to teaching. You need to plan extension activities for your lessons. The Texas Education Agency (TEA) dictates the time allotted for subjects during the day, so you must use the entire class period for student learning.

**Procedures & Routines:** Learn the procedures for your classroom. The best teachers have a procedure for everything, including: attendance/ tardies, lunch count, make up assignments, hall passes, emergencies, health concerns, classroom discipline, and more. Learn the daily routines for the classroom to which you are assigned by actively observing the teacher in the classroom. Active observation includes walking around the classroom and assisting students, checking for understanding, and monitoring student performance. Take initiative, pitch in, and ask how you can help. Observation does not mean sitting down all day.

**Safety:** #1 priority of all staff! Please be informed about procedures, alert, prepared, and vigilant about all issues involving the safety of your campus.

**Schedule:** Clinical teachers are required to provide the university supervisor with a copy of the Master Schedule, the Cooperating Teacher's Schedule, and a weekly schedule for planned teaching activities. If anything changes in your weekly schedule, you must notify your university supervisor.

**Students with Special Needs:** Ask your supervising teacher about students with special needs, behavior modification plans, or medical conditions. Your lessons may have to be modified and you will need to provide differentiated instruction to fit a variety of needs.

**Substitute Teaching:** Clinical teachers should not be used as substitute teachers. However, in an emergency, the clinical teacher may assume the duties of the teacher for a brief period if an adjacent certified classroom teacher supervises them and the University Supervisor is contacted. Fill out an emergency substitute teaching form and have it signed by the campus principal. (At no time is a clinical teacher to be paid for this.)

**Suggested Schedule for Clinical teaching:** By the end of the first week of each experience, the cooperating teacher and the clinical teacher should develop a written calendar/ timeline for gradual assumption of teaching responsibilities by the clinical teacher. The calendar/ timeline should be flexible, and serve as a means of communication rather than a guarantee. Both the clinical teacher and the cooperating teacher must be comfortable with the outlined plan. Early planning is essential to allow for a maximum amount of full-time teaching for the clinical teacher. **Suggestions are provided to help in mapping out a calendar/ timeline.**

**Technology:** Learn to use the technology in the classroom. This will not only enhance your lesson, it will improve your grade in clinical teaching and impress your supervisors and principals.

**TEXES Certification Exams:** All candidates must take and pass at least two TEXES exams before they can be recommended for teacher certification- one in content and one in pedagogy. Since you are approved to student teach, you are approved to take the pedagogy exam. If you take your exam during clinical teaching, try to schedule it on a weekend, but if you must be out during the week, you may take two half-days for testing. Just bring back a copy of your testing ticket as verification to turn in with your absence report.

**Visitors:** All visitors (including parents who wish to visit a classroom) must stop by the office first to obtain a visitor's pass (which requires a driver's license.) It is the responsibility of all staff to question any visitor who is in the hallways. If you expect a visitor, notify the office that they will be coming to your room. Personal visitors are not allowed.

**Walk Throughs:** Most classrooms will be observed in a walk-through or observation throughout your time in the classroom. You are expected to actively monitor and participate in the classroom as a support to your teacher at all times, even if it is not your scheduled time to teach.

**Work Day:** Clinical teachers are expected to arrive a minimum of 30 minutes before class begins and to remain a minimum of 30 minutes after children are dismissed *unless otherwise directed by your cooperating teacher*. (You may be expected to arrive earlier or remain later.) You must be prepared for the day and ready to greet students & monitor the hallways (by standing at the door) when the first bell rings. You are to shadow your teacher throughout the day. You may not leave campus unless absolutely necessary and approved. You should attend all meetings your cooperating teacher attends unless told otherwise. You may leave when your cooperating teacher leaves.

**For More Information:  
Visit the Educator Preparation Information Center**

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**Visit our Website**

[http://www.angelo.edu/dept/ceducation/stfe\\_resources.php](http://www.angelo.edu/dept/ceducation/stfe_resources.php)

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