Clinical Practice Checklist for Clinical Interns

Please note that this checklist is to serve as a general guide for the clinical intern, cooperating teacher, and clinical supervisor. All parties should use their collective discretion to modify activities as a result of the intern’s readiness, scheduling conflicts, and extenuating circumstances. Before any major deviations from the recommended activity schedule occur, please contact the Assistant Dean of Teacher Education for further guidance.

Clinical Practice I (Part-time Student Teaching Semester; CP1)

Late August through September

- Read the clinical practice section of the Teacher Education Handbook, including your assigned school district’s student and teacher handbooks, policy manuals, website, newsletters, etc.
- With your cooperating teacher, establish the best means of communication, as well as a regular schedule for two full school days per week of clinical practice; record days you complete clinical practice each week in your own calendar
- Abide by Ramapo College’s Academic Calendar; communicate the demands of your course schedule/work throughout the semester, as needed
- Attend new teacher orientation and all possible back-to-school events, workshops, and in-service days that are required of new teachers and/or your cooperating teacher
- Assist your cooperating teacher with setting up their classroom (physical and/or virtual) and any other back-to-school preparations necessary; tour your school building, if possible, and introduce yourself to teachers, staff, and administrators
- Obtain copies of curriculum guides, textbooks, and other resources your cooperating teacher and students utilize (hard copy and/or digital)
- Attend Clinical Practice Orientation and edTPA Support Sessions; if these dates conflict with your regular clinical practice schedule, communicate them to your cooperating teacher as far in advance as possible, and provide friendly reminders, as necessary
- Within the first two weeks of Clinical Practice I, complete a pre-assessment/self-evaluation through the Taskstream platform using the Clinical Competency Inventory (CCI); this should guide your expectations, goals, and progress throughout Clinical Practice
- Observe all classes taught by your cooperating teacher and assist with simple tasks, as directed; observe other teachers, when possible
- Schedule your clinical supervisor’s first formal observation to take place in October
- Communicate questions and concerns to your cooperating teacher and/or clinical supervisor and/or the Assistant Dean of Teacher Education

October

- Continue to observe your cooperating teacher
- Assist with attendance, grading, creation of instructional materials, etc.
- Work with small groups or individual students who require remediation and/or enrichment
- Study your cooperating teacher’s unit plans and daily lesson plans
- Begin to teach mini-lessons followed by critiques from your cooperating teacher
- Prepare lesson plans for upcoming lessons and observations; lessons formally observed by your clinical supervisor and/or cooperating teacher require a lesson plan; submit these lesson plans through the Taskstream platform
- Where applicable, assume responsibility of some daily activities, such as opening and closing exercises, etc.
- Begin to lay the groundwork for the edTPA portfolio and communicate to your cooperating teacher what this entails each step of the way
Complete your **first formal observation by your clinical supervisor** and **submit the corresponding lesson plan through the Taskstream platform**; establish dates for your second/final formal observation of Clinical Practice I.

Communicate questions and concerns to your cooperating teacher and/or clinical supervisor and/or the Assistant Dean of Teacher Education.

**November**

Continue to observe and assist your cooperating teacher, as directed

Continue to work with small groups and individual students

Continue to study your cooperating teacher’s unit plans and daily lesson plans

Continue to teach mini-lessons and implement your cooperating teacher’s and clinical supervisor’s feedback

Continue to prepare lesson plans for upcoming lessons and observations

Complete the **Task 1 “Context for Learning” template** and **all of Task 4**, if Elementary Ed., of your edTPA portfolio

**Complete your second formal observation by your clinical supervisor and first formal observation by your cooperating teacher; submit the corresponding lesson plans through the Taskstream platform**

Communicate questions and concerns to your cooperating teacher and/or clinical supervisor and/or the Assistant Dean of Teacher Education

**Early to mid-December**

**Complete your second formal observation by your clinical supervisor (if not already completed)**

**Ensure that you have completed a **minimum of 22 full school days** of clinical practice by the end of the second week of December**; make arrangements with your cooperating teacher to attend more days, if needed

**With your cooperating teacher and clinical supervisor, establish goals and expectations for Clinical Practice II**; while doing so, consider your performance throughout CP1, as well as your CCI pre-assessment/self-evaluation

Communicate questions and concerns to your cooperating teacher and/or clinical supervisor and/or the Assistant Dean of Teacher Education

**Contact Information**

*All questions and concerns related to Clinical Practice:*

- **Dr. Brian Chinni**, Assistant Dean of Teacher Education
  
  (201) 684-7613 / bchinni@ramapo.edu

- **Ms. Jessica Drukker**, Program Assistant for Teacher Education & Clinical Experiences
  
  (201) 684-7050 / jdrukker@ramapo.edu

*All questions and concerns related to the Observation & Conference Report (O&C; observations), Clinical Competency Inventory (CCI; pre/post, midpoint and final evaluations), edTPA, and Taskstream:*

- **Mrs. Ashley Restaino**, Program Accreditation & Assessment Coordinator
  
  (201) 684-7319 / arestai2@ramapo.edu
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Please note that this checklist is to serve as a general guide for the clinical intern, cooperating teacher, and clinical supervisor. All parties should use their collective discretion to modify activities as a result of the intern’s readiness, scheduling conflicts, and extenuating circumstances. Before any major deviations from the recommended activity schedule occur, please contact the Assistant Dean of Teacher Education for further guidance.

Clinical Practice II (Full-time Student Teaching Semester; CP2)

January

______ Abide by your school district’s calendar as if you were an employee of the school district; record days you complete clinical practice each week in your calendar
______ Attend Clinical Practice Seminars and edTPA Support Sessions; if these dates/times conflict with your regular clinical practice schedule, communicate them to your cooperating teacher as far in advance as possible, and provide friendly reminders, as necessary
______ Continue to observe your cooperating teacher and assist with regular routines
______ Work with small groups or individual students who require remediation and/or enrichment
______ Study your cooperating teacher’s unit plans and daily lesson plans
______ Teach mini-lessons followed by critiques from your cooperating teacher; implement feedback in future lessons
______ Prepare lesson plans for upcoming lessons and observations; lessons formally observed by your clinical supervisor and/or cooperating teacher require a lesson plan; submit these lesson plans through the Taskstream platform
______ Complete Task 1 of your edTPA portfolio; see the edTPA Guidelines/Checklist for Success found in the Google Drive Resource Folder for RCNJ TE Students
______ Complete your first formal observation by your clinical supervisor; submit the corresponding lesson plan through the Taskstream platform
______ Communicate questions and concerns to your cooperating teacher and/or clinical supervisor and/or the Assistant Dean of Teacher Education

February

______ Accept a few responsibilities related to instructional activities and progress to teaching one (1) to two (2) classes/subject areas
______ Participate in regular conferences with your cooperating teacher and clinical supervisor regarding teaching techniques, classroom management, content knowledge, etc.; address questions and concerns on a weekly basis
______ Complete Task 2 of your edTPA portfolio; see the edTPA Guidelines/Checklist for Success found in the Google Drive Resource Folder for RCNJ TE Students
______ Complete your second and third formal observations by your clinical supervisor and first formal observation by your cooperating teacher; submit these lesson plans through the Taskstream platform
______ Your clinical supervisor and cooperating teacher will complete and submit your formative evaluations (midpoint CCI) and hold a conference with you in mid-/late February
______ Communicate questions and concerns to your cooperating teacher and/or clinical supervisor and/or the Assistant Dean of Teacher Education
March

- Accept many responsibilities related to instructional activities and progress to teaching two (2) to three (3) classes/subject areas
- Participate in regular conferences with your cooperating teacher and clinical supervisor regarding teaching techniques, classroom management, content knowledge, etc.; address questions and concerns on a weekly basis
- Complete Task 3 of your edTPA portfolio and officially submit your entire portfolio; see the edTPA Guidelines/Checklist for Success found in the Google Drive Resource Folder for RCNJ TE Students
- Complete your fourth and fifth observations by your clinical supervisor and first formal observation by your cooperating teacher (if not already completed); submit these lesson plans through the Taskstream platform
- Communicate questions and concerns to your cooperating teacher and/or clinical supervisor and/or the Assistant Dean of Teacher Education

April to early May

- Accept most responsibilities related to instructional activities and progress to teaching three (3) to four (4) classes/subject areas
- Participate in regular conferences with your cooperating teacher and clinical supervisor regarding performance, progress, and implementation of feedback
- Complete your sixth/final observation by your clinical supervisor; submit the corresponding lesson plan through the Taskstream platform
- Ensure that you have completed a minimum of 60 full schools days of clinical practice by the last day of April/first few days of May; make arrangements with your cooperating teacher to attend more days, if needed
- Gradually start returning responsibilities back to your cooperating teacher
- During your final two weeks of Clinical Practice, observe other classes and teachers, as possible, and return all school materials
- During the last two weeks of Clinical Practice II, complete a post-assessment/self-evaluation through the Taskstream platform using the Clinical Competency Inventory (CCI); this should guide your goals for your first year of teaching
- Your clinical supervisor and cooperating teacher will complete and submit your summative evaluations (final CCI) and hold a conference with you in late April/early May
- With your cooperating teacher and clinical supervisor, establish goals for your first year of teaching; while doing so, consider your performance throughout Clinical Practice, as well as all of your CCI evaluations
- Communicate questions and concerns to your cooperating teacher and/or clinical supervisor and/or the Assistant Dean of Teacher Education
- Complete the TE Exit Survey emailed to you eliciting feedback on your overall TE program experience
- Complete the edTPA resubmission process, if necessary

Contact Information

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