Clinical Practice Checklist for Clinical Supervisors

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)

**September**

- Establish the best means of communication between you, your clinical intern, and the cooperating teacher
- If you were unable to attend Clinical Practice Orientation, please complete any necessary paperwork and watch the **training videos** shared with you
- Consult the **Clinical Practice Checklist for Clinical Interns** to ensure your intern is engaging in the appropriate activities for the month (please note that this is a **recommended** activity schedule to help guide all parties; minor deviations may occur as a result of the intern’s readiness, scheduling conflicts, and extenuating circumstances)
- At minimum, **check in with your clinical intern on a weekly basis** and **check in with their cooperating teacher on a bi-weekly basis** to discuss goals, progress, questions, concerns, and any support needed throughout Clinical Practice
- **Schedule your first formal observation** of your clinical intern to take place within the month of October
- Communicate concerns to the Assistant Dean of Teacher Education; formally document concerns using **Ramapo College’s Teacher Education Student Referral Form**: [https://tinyurl.com/yyrbhpf9](https://tinyurl.com/yyrbhpf9)

**October**

- Consult the **Clinical Practice Checklist for Clinical Interns** to ensure your intern is engaging in the appropriate activities for the month
- Conduct your **first formal observation** of your clinical intern and hold a **post-observation conference** with the clinical intern and their cooperating teacher, if possible; document your observation and feedback using the **Observation & Conference Report** (O&C)
- Ensure that your clinical intern and their cooperating teacher have **reviewed your feedback** from observation one (1)
- **Complete and submit your Observation & Conference Report** (O&C) through the Taskstream assessment management platform
- **Establish dates for your second formal observation** of Clinical Practice I
- Inquire as to the status of your intern’s **edTPA portfolio** preparations
- Communicate concerns to the Assistant Dean of Teacher Education; formally document concerns using **Ramapo College’s Teacher Education Student Referral Form**: [https://tinyurl.com/yyrbhpf9](https://tinyurl.com/yyrbhpf9)

**November**

- Consult the **Clinical Practice Checklist for Clinical Interns** to ensure your intern is engaging in the appropriate activities for the month
- Conduct your **second formal observation** of your clinical intern and hold **post-observation conferences** with the clinical intern and their cooperating teacher, if possible; document your observations and feedback using the **Observation & Conference Report** (O&C)
The cooperating teacher should conduct their first formal observation of the clinical intern and submit a completed Observation & Conference Report through Taskstream. Ensure that your clinical intern and their cooperating teacher have reviewed your feedback from observation two.

Review the cooperating teacher’s feedback from their first formal observation. Complete and submit your Observation & Conference Report (O&C) through the Taskstream assessment management platform.

Inquire as to the status of your intern’s edTPA portfolio preparations to determine if additional supports are necessary.

Confirm with your clinical intern and their cooperating teacher that the intern is on track to complete a minimum of 22 full school days of clinical practice by the end of the second week of December; if your intern is not on track to meet the minimum requirement, ensure a plan is in place to fulfill the requirement prior to the December holiday break.

Communicate concerns to the Assistant Dean of Teacher Education; formally document concerns using Ramapo College’s Teacher Education Student Referral Form: https://tinyurl.com/yyrbhpf9

Early to mid-December

Consult the Clinical Practice Checklist for Clinical Interns to ensure your intern is engaging in the appropriate activities for the month.

If not already completed, conduct your second formal observation of your clinical intern and hold a post-observation conference with the clinical intern and their cooperating teacher, if possible; document your observation and feedback using the Observation & Conference Report (O&C) from observation two

Complete and submit your Observation & Conference Report (O&C) through the Taskstream assessment management platform if not already submitted.

Ensure that your clinical intern’s cooperating teacher has conducted their first formal observation of the clinical intern and submitted a completed Observation & Conference Report through Taskstream; review the cooperating teacher’s feedback with the clinical intern if not already completed.

Establish goals and expectations for Clinical Practice II with your clinical intern and their cooperating teacher.

Inquire as to the status of your intern’s edTPA portfolio preparations to determine if additional supports are necessary.

Communicate concerns to the Assistant Dean of Teacher Education; formally document concerns using Ramapo College’s Teacher Education Student Referral Form: https://tinyurl.com/yyrbhpf9

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; formal observations) and Taskstream:
Mrs. Ashley Restaino, Program Accreditation & Assessment Coordinator
(201) 684-7319 / arestai2@ramapo.edu
Clinical Practice Checklist for Clinical Supervisors

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

______ Consult the Clinical Practice Checklist for Clinical Interns to ensure your intern is engaging in the appropriate activities for the month (please note that this is a recommended activity schedule to help guide all parties; minor deviations may occur as a result of the intern’s readiness, scheduling conflicts, and extenuating circumstances)

______ At minimum, check in with your clinical intern on a weekly basis and check in with their cooperating teacher on a bi-weekly basis to discuss goals, progress, questions, concerns, and any support needed throughout Clinical Practice

______ Conduct your first formal observation of your clinical intern and hold a post-observation conference with the clinical intern and their cooperating teacher, if possible; document your observation and feedback using the Observation & Conference Report (O&C)

______ The cooperating teacher should conduct their first formal observation of the clinical intern in February or March

______ Ensure that your clinical intern and the cooperating teacher have reviewed your feedback from observation one (1)

______ Complete and submit your Observation & Conference Report (O&C) through the Taskstream assessment management platform

______ Establish dates for your second and third formal observations

______ Inquire as to the status of your intern’s edTPA portfolio (Task 1 should be completed by the end of January)

______ Communicate concerns to the Assistant Dean of Teacher Education; formally document concerns using Ramapo College’s Teacher Education Student Referral Form: https://tinyurl.com/yyrbhpf9

February

______ Consult the Clinical Practice Checklist for Clinical Interns to ensure your intern is engaging in the appropriate activities for the month

______ Conduct your second and third formal observations of your clinical intern and hold post-observation conferences with the clinical intern and their cooperating teacher, if possible; document your observations and feedback using the Observation & Conference Report (O&C)

______ The cooperating teacher should conduct their first formal observation of the clinical intern and submit a completed Observation & Conference Report through Taskstream

______ Ensure that your clinical intern and their cooperating teacher have reviewed your feedback from observations two (2) and three (3)

______ Review the cooperating teacher’s feedback from their first formal observation

______ Immediately after your third observation of CP2 is completed, you and the cooperating teacher should discuss the intern’s performance, to date, and document separate formative/midpoint evaluations and feedback using the Clinical Competency Inventory (CCI); a joint midpoint evaluation conference with the intern is encouraged, if possible
Complete and submit your Observation & Conference Reports (O&Cs) and midpoint Clinical Competency Inventory through the Taskstream assessment management platform; these should be submitted by the end of February.

Establish dates for your fourth and fifth formal observations. Inquire as to the status of your intern’s edTPA portfolio (Task 2 must be completed by the end of February; please note, Task 2 requires the intern to record themselves teaching 3-5 consecutive lessons; during this time, the intern may ask that you do not observe them).

Communicate concerns to the Assistant Dean of Teacher Education; formally document concerns using Ramapo College’s Teacher Education Student Referral Form: https://tinyurl.com/yyrbhpf9

March

Consult the Clinical Practice Checklist for Clinical Interns to ensure your intern is engaging in the appropriate activities for the month.

Conduct your fourth and fifth formal observations of your clinical intern and hold post-observation conferences with the clinical intern and their cooperating teacher, if possible; document your observations and feedback using the Observation & Conference Report (O&C).

The cooperating teacher should conduct their first formal observation of the clinical intern and submit a completed Observation & Conference Report through Taskstream if not already completed.

Ensure that your clinical intern and their cooperating teacher have reviewed your feedback from observations four (4) and five (5).

Review the cooperating teacher’s feedback from their first formal observation if not already completed.

Complete and submit your Observation & Conference Reports (O&Cs) through the Taskstream assessment management platform.

Establish a date for your sixth/final formal observation.

Inquire as to the status of your intern’s edTPA portfolio (Task 3 must be completed by early March; please note, official edTPA submission will take place in mid-March).

Communicate concerns to the Assistant Dean of Teacher Education; formally document concerns using Ramapo College’s Teacher Education Student Referral Form: https://tinyurl.com/yyrbhpf9

April to early May

Consult the Clinical Practice Checklist for Clinical Interns to ensure your intern is engaging in the appropriate activities for the month.

Conduct your sixth/final formal observation of your clinical intern and hold a post-observation conference with the clinical intern and their cooperating teacher, if possible; document your observation and feedback using the Observation & Conference Report (O&C).

Ensure that your clinical intern and their cooperating teacher have reviewed your feedback from observations four (4) and five (5).

Confirm with your clinical intern and their cooperating teacher that the intern is on track to complete a minimum of 60 full school days of clinical practice by the last day of April/first few days of May; if your intern is not on track to meet the minimum requirement, ensure a plan is in place to fulfill the requirement prior to the last official day of the semester/graduation.
Immediately after the sixth observation is completed, you and the cooperating teacher should discuss the intern’s overall performance throughout Clinical Practice and document separate summative/final evaluations and feedback using the Clinical Competency Inventory (CCI); a joint conference is encouraged, if possible.

With your clinical intern and their cooperating teacher, establish goals and expectations for the intern’s first official year of teaching.

Inquire as to the pass/fail status of your intern’s edTPA portfolio (if the intern does not meet the requirements established by the NJDOE, they may need to resubmit parts or all of their portfolio).

Complete and submit any remaining Observation & Conference Reports (O&Cs) and the final Clinical Competency Inventory through the Taskstream assessment management platform; all remaining O&Cs and CCIs should be submitted through Taskstream by the end of the first full week of May, if possible.

Communicate concerns to the Assistant Dean of Teacher Education; formally document concerns using Ramapo College’s Teacher Education Student Referral Form: https://tinyurl.com/yvrbhpf9

Complete the survey emailed to you eliciting feedback on your experience with your clinical intern’s cooperating teacher.

Contact Information

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(201) 684-7050 / jdrucker@ramapo.edu

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

Mrs. Ashley Restaino, Program Accreditation & Assessment Coordinator
(201) 684-7319 / arestai2@ramapo.edu