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 their 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 informal observation and 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

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 informal observation of your clinical intern and hold a post-observation conference with the clinical intern and their cooperating teacher, if possible; you do not need to document your informal observation using the Observation & Conference Report (O&C); you may like to type out your feedback and provide it to the intern in an email or Word document for reference
______ 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 formal observation and feedback using the Observation & Conference Report (O&C) Google Form
______ Forward the completed O&C Google Form copy you receive in your inbox to your clinical intern and their cooperating teacher and confirm receipt
______ 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

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

_____ The cooperating teacher should conduct their formal CP1 co-observation of the clinical intern during your second formal observation and complete their own Observation & Conference Report Google Form

_____ Forward the completed O&C Google Form copy you receive in your inbox to your clinical intern and their cooperating teacher and confirm receipt

_____ Review the cooperating teacher’s O&C Google Form from their formal co-observation

_____ 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 first full 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 Google Form

_____ If not already completed, forward the completed O&C Google Form copy you receive in your inbox to your clinical intern and their cooperating teacher and confirm receipt

_____ Ensure that your clinical intern’s cooperating teacher has conducted their formal CP1 co-observation of the clinical intern and completed their own Observation & Conference Report Google Form; 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

All questions and concerns related to the Observation & Conference Report (O&C; formal observations):

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) Google Form

______ Forward the completed O&C Google Form copy you receive in your inbox to your clinical intern and their cooperating teacher and confirm receipt

______ The cooperating teacher should conduct their formal CP2 co-observation of the clinical intern with you in February or March

______ 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) Google Form

______ The cooperating teacher should conduct their formal CP2 co-observation of the clinical intern and complete their own Observation & Conference Report Google Form

______ Forward the completed O&C Google Form copies you receive in your inbox to your clinical intern and their cooperating teacher and confirm receipt

______ Review the cooperating teacher’s O&C Google Form from their formal CP2 co-observation

______ Immediately after your third observation of CP2 is completed, you and the cooperating teacher should discuss the intern’s performance, to date, and complete separate formative/midpoint evaluations and feedback using the Clinical Competency Inventory (CCI) Google Form; a joint midpoint evaluation conference with the intern is encouraged, if possible; this should be completed by the end of February
Forward the completed CCI Google Form copy you receive in your inbox to your clinical intern and their cooperating teacher and confirm receipt

Establish dates for your fourth and fifth formal observations

Inquire as to the status of your intern’s edTPA portfolio (Task 2 should 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) Google Form

The cooperating teacher should conduct their formal CP2 co-observation of the clinical intern and complete an Observation & Conference Report Google Form if not already completed

Forward the completed O&C Google Form copies you receive in your inbox to your clinical intern and their cooperating teacher and confirm receipt

Review the cooperating teacher’s O&C Google Form from their formal CP2 co-observation if not already completed

Establish a date for your sixth/final formal observation

Inquire as to the status of your intern’s edTPA portfolio (Task 3 should be completed by early March; please note, official edTPA submission begins 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) Google Form

Forward the completed O&C Google Form copy you receive in your inbox to your clinical intern and their cooperating teacher and confirm receipt

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) Google Form; a joint conference is encouraged, if possible

Forward the completed CCI Google Form copy you receive in your inbox to your clinical intern and their cooperating teacher and confirm receipt
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 any remaining Observation & Conference Reports (O&Cs) and the final Clinical Competency Inventory through the designated Google Forms; all remaining O&Cs and CCIs should be completed 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/yyrbhpf9

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

Contact Information

All questions and concerns related to Clinical Practice:

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

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

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