Clinical Practice Checklist for Cooperating Teachers

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 clinical supervisor
______ 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)
______ Include your clinical intern in back-to-school preparations, events, workshops, and in-service days that are required of new and veteran teachers, if possible
______ Provide your clinical intern with a tour your school building and the opportunity to introduce themself to teachers, staff and administrators, if possible
______ Provide your clinical intern with copies of curriculum guides, textbooks, student and faculty handbooks, and any other pertinent resources, including access to your district’s learning management system and other online teaching/learning tools
______ Throughout Clinical Practice, check in with your clinical intern on a weekly basis, as well as their clinical supervisor on a bi-weekly basis to discuss goals, progress, questions, concerns, and any support needed
______ 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
______ Review the clinical supervisor’s Observation & Conference Report (O&C) Google Form from your clinical intern’s first formal observation
______ Schedule your formal CP1 co-observation of your clinical intern with their clinical supervisor; this should take place within the month of November
______ 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 formal CP1 co-observation of your clinical intern with their supervisor and hold a post-observation conference with the clinical intern (and their clinical supervisor, if possible); document your formal co-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 clinical supervisor and confirm receipt.
- Review the clinical supervisor's O&C Google Form from their second formal 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 clinical supervisor 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, review all clinical supervisor and cooperating teacher observation feedback from CP1.
- Establish goals and expectations for Clinical Practice II with your clinical intern and their clinical supervisor.
- 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 and submission of paperwork:
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 Cooperating Teachers

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)

______ Throughout Clinical Practice, check in with your clinical intern on a weekly basis, as well as their clinical supervisor on a bi-weekly basis to discuss goals, progress, questions, concerns, and any support needed

______ Review the clinical supervisor’s Observation & Conference Report (O&C) Google Form from your clinical intern’s first formal observation of CP2

______ Schedule your formal CP2 co-observation of your clinical intern with their clinical supervisor; this should take place within the month of February or March

______ Support your clinical intern with their edTPA portfolio, as appropriate (Task 1 should be completed by the end of January)

______ Communicate concerns to the Director of Clinical Experiences; 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 formal CP2 co-observation of your clinical intern and hold a post-observation conference with the clinical intern (and their clinical supervisor, 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 clinical supervisor and confirm receipt

______ Review the clinical supervisor’s O&C Google Forms from their second and third formal observations

______ Immediately after the clinical supervisor’s third observation is completed, you and the supervisor should discuss the intern’s performance, to date, and document 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 clinical supervisor and confirm receipt

______ Support your clinical intern with their edTPA portfolio, as appropriate (Task 2 should be completed by the end of February; please note, Task 2 requires the intern to record
themself teaching 3-5 consecutive lessons; during this time, the intern may ask that formal observations do not take place

______ 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

______ If not already completed, conduct your formal CP2 co-observation of your clinical intern and hold a post-observation conference with the clinical intern (and their clinical supervisor, 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 clinical supervisor and confirm receipt

______ Review the clinical supervisor’s O&C Google Forms from their fourth and fifth formal observations

______ Support your clinical intern with their edTPA portfolio, as appropriate (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

______ Review the clinical supervisor’s O&C Google Form from their fifth formal observation if not already completed

______ Confirm with your clinical intern and their clinical supervisor 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 clinical supervisor’s sixth observation is completed, you and the supervisor 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 final conference with the intern is encouraged, if possible

______ Forward the completed CCI Google Form copy you receive in your inbox to your clinical intern and their clinical supervisor and confirm receipt

______ With your clinical intern and their clinical supervisor, 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 supervisor

Contact Information

All questions and concerns related to Clinical Practice and submission of paperwork:

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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