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 the Excel spreadsheet provided to you for this purpose.
- Abide by **Ramapo College’s Academic Calendar**; communicate the demands of your course and work schedules 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** of your current teaching competencies using the **Clinical Competency Inventory (CCI) Google Form**; 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 two observations (1 informal, 1 formal) 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 observed by your clinical supervisor and/or cooperating teacher require a lesson plan**; email these lesson plans to them in advance of your observations.
- 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/only informal observation by your clinical supervisor during the first half of October; establish goals/next steps for your development during the post-observation conference
______ Complete your first formal observation by your clinical supervisor during the second half of October; establish goals/next steps for your development during the post-observation conference; establish dates for your second/final formal observation of Clinical Practice I (Nov.)
______ 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 co-observation by your cooperating teacher; establish goals/next steps for your development during the post-observation conference
______ 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 and first formal co-observation by your cooperating teacher (if not already completed)
______ Ensure that you have completed a minimum of 22 full school days of Clinical Practice by the end of the first full 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

All questions and concerns related to the Observation & Conference Report (O&C; observations), Clinical Competency Inventory (CCI; pre/post, midpoint and final evaluations), and edTPA:
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 the Excel spreadsheet provided to you for this purpose

_______ 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; email these lesson plans to them in advance of your observations

_______ 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; establish goals/next steps for your development during the post-observation conference

_______ 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 co-observation by your cooperating teacher; establish goals/next steps for your development during post-observation conferences

_______ Your clinical supervisor and cooperating teacher will complete and submit your formative evaluations (midpoint Clinical Competency Inventories) and hold a conference with you in 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 prepare to 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 co-observation by your cooperating teacher (if not already completed); establish goals/next steps for your development during post-observation conferences
- 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; establish goals/next steps as you wrap up Clinical Practice
- 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 of your current teaching competencies using the Clinical Competency Inventory (CCI) Google Form; 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 CCl's) 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 observations and evaluations
- Communicate questions and concerns to your cooperating teacher and/or clinical supervisor and/or the Assistant Dean of Teacher Education
- Complete the Teacher Education Exit Survey emailed to you eliciting feedback on your overall TE program experience
- Complete the edTPA resubmission process, if necessary

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