

## 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 Dr. Pestrong-Engler, Teacher Education Program Assistant, 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 Dr. Pestrong-Engler; formally document serious concerns using [Ramapo College's Teacher Education Student Referral Form](#)

#### 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 (OCR)**; you may like to type out your feedback and provide it to the intern in an email or Word doc 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 \(OCR\) Google Form](#)
- \_\_\_\_\_ **Forward the completed OCR 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
- \_\_\_\_\_ Communicate concerns to Dr. Pestrong-Engler; formally document serious concerns using [Ramapo College's Teacher Education Student Referral Form](#)

#### 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 \(OCR\) 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 OCR Google Form copy** you receive in your inbox to your clinical intern and their cooperating teacher and confirm receipt

\_\_\_\_\_ Review the **cooperating teacher's OCR Google Form** from their formal co-observation

\_\_\_\_\_ 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 I **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 Dr. Pestrong-Engler; formally document serious concerns using [Ramapo College's Teacher Education Student Referral Form](#)

### **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 OCR 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

\_\_\_\_\_ Communicate concerns to Dr. Pestrong-Engler; formally document serious concerns using [Ramapo College's Teacher Education Student Referral Form](#)

### **Contact Information**

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

**Dr. Jordana Pestrong-Engler**, Teacher Education Program Assistant

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

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### **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)

\_\_\_\_\_ 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 \(OCR\) Google Form](#)

\_\_\_\_\_ **Forward the completed OCR 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**

\_\_\_\_\_ Communicate concerns to Dr. Pestrong-Engler; formally document serious concerns using [Ramapo College's Teacher Education Student Referral Form](#)

#### **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 \(OCR\) 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 OCR Google Form copies** you receive in your inbox to your clinical intern and their cooperating teacher and confirm receipt

\_\_\_\_\_ Review the **cooperating teacher's OCR 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**

\_\_\_\_\_ Communicate concerns to Dr. Pestrong-Engler; formally document serious concerns using [Ramapo College's Teacher Education Student Referral Form](#)

## 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 (OCR) 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 OCR Google Form copies** you receive in your inbox to your clinical intern and their cooperating teacher and confirm receipt

\_\_\_\_\_ Review the cooperating teacher's OCR Google Form from their formal CP2 co-observation, *if not already completed*

\_\_\_\_\_ **Establish a date for your sixth/final formal observation**

\_\_\_\_\_ Communicate concerns to Dr. Pestrong-Engler; formally document serious concerns using **Ramapo College's Teacher Education Student Referral Form**

## 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 (OCR) Google Form**

\_\_\_\_\_ **Forward the completed OCR 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 II 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**

\_\_\_\_\_ **Complete any remaining Observation & Conference Reports and the final Clinical Competency Inventory** through the designated Google Forms; all remaining OCRs and CCIs should be completed **by the end of the first full week of May**, if possible

\_\_\_\_\_ Communicate concerns to Dr. Pestrong-Engler; formally document serious concerns using **Ramapo College's Teacher Education Student Referral Form**

\_\_\_\_\_ **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** and submission of paperwork:*

**Dr. Jordana Pestrong-Engler**, Teacher Education Program Asst, (201) 684-7050 / [jengler@ramapo.edu](mailto:jengler@ramapo.edu)

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

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