

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 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 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** of your school building and the opportunity to introduce themselves 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 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
- _____ Review the **clinical supervisor's Observation & Conference Report (OCR) 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**, if possible
- _____ 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 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 \(OCR\) Google Form](#)**

_____ **Forward the completed OCR Google Form copy** you receive in your inbox to your clinical intern and their clinical supervisor and confirm receipt

_____ Review the **clinical supervisor's OCR Google Form** from their **second formal observation**

_____ 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 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*, review all clinical supervisor observation feedback from CP1

_____ **Establish goals and expectations for Clinical Practice II** with your clinical intern and their clinical supervisor

_____ 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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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 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)

_____ 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 (OCR) 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**

_____ 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 **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 \(OCR\) Google Form](#)

_____ **Forward the completed OCR Google Form copy** you receive in your inbox to your clinical intern and their clinical supervisor and confirm receipt

_____ Review the **clinical supervisor's OCR 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

_____ 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

_____ *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 \(OCR\) Google Form](#)

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

_____ Review the **clinical supervisor's OCR Google Forms** from their fourth and fifth formal observations

_____ 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

_____ Review the clinical supervisor's OCR 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 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 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**

_____ **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 supervisor

Contact Information

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(201) 684-7050 / 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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