

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 Dr. Pestrong-Engler, Teacher Education Program Assistant, for further guidance.

Clinical Practice I (Part-time Student Teaching Semester; CP1)

Late August through September

- _____ Attend **Teacher Education Clinical Practice Orientation**; re/watch the recording, if necessary
- _____ 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 I; record days you complete Clinical Practice each week in the Excel spreadsheet provided or your own personal tracker/calendar
- _____ Abide by [Ramapo College's Academic Calendar](#); communicate the demands of your course and work schedules throughout the semester, as needed
- _____ **Attend your school district's new teacher orientation and all possible back-to-school events**, PD, 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)
- _____ 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, clinical supervisor, and/or Dr. Pestrong-Engler

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.
- _____ 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, clinical supervisor, and/or Dr. Pestrong-Engler

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 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, clinical supervisor, and/or Dr. Pestrong-Engler

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 I **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, clinical supervisor, and/or Dr. Pestrong-Engler

Contact Information

All questions and concerns related to **Clinical Practice**:

Dr. Jordana Pestrong-Engler, Teacher Education Program Assistant
(201) 684-7050 / jengler@ramapo.edu

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

Mrs. Ashley Restaino, Program Accreditation & Assessment Coordinator
(201) 684-7319 / arestai2@ramapo.edu

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 Dr. Pestrone-Engler, Teacher Education Program Assistant, 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 or your own personal tracker/calendar
- _____ Attend all **Clinical Practice Seminars**
- _____ 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 your **first formal observation by your clinical supervisor**; establish goals/next steps for your continued development during the post-observation conference
- _____ Communicate questions and concerns to your cooperating teacher, clinical supervisor, and/or Dr. Pestrone-Engler

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 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 continued 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, clinical supervisor, and/or Dr. Pestrone-Engler

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 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 continued development during post-observation conferences

_____ Communicate questions and concerns to your cooperating teacher, clinical supervisor, and/or Dr. Pestrong-Engler

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 II 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 Clinical Competency Inventories)** 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, clinical supervisor, and/or the Teacher Education Program Assistant

_____ Complete the **Teacher Education Exit Survey** emailed to you eliciting feedback on your overall TE program experience

Contact Information

*All questions and concerns related to **Clinical Practice**:*

Dr. Jordana Pestrong-Engler, Teacher Education Program Assistant

(201) 684-7050 / jengler@ramapo.edu

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

Mrs. Ashley Restaino, Accreditation & Assessment Coordinator

(201) 684-7319 / arestai2@ramapo.edu