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-lessions 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. Pestrong-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. Pestrong-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. Pestrong-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**

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