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

All questions and concerns related to the Observation & Conference Report (OCR; formal observations):
Mrs. Ashley Restaino, Accreditation & Assessment Coordinator
(201) 684-7319 / aresta2@ramapo.edu
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 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 CCI*s 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

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

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