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, 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
(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 / arestai2@ramapo.edu

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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 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

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) and Clinical Competency Inventory (CCI; midpoint and final evaluations):

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