Teacher Education
Clinical Practice Orientation for Clinical Supervisors

Ramapo College of New Jersey
2022-2023

Agenda

- **Administrative Reminders**
  - Supervisor Contracts and Mileage Reimbursement
  - Technology Support

- **Clinical Practice Overview**
  - Google Drive Resource Folder
  - Year-Long Clinical Practice Model
  - Requirements and Roles
  - Expectations and Timelines

- **Clinical Practice Observation and Evaluation Instruments**
  - Observation & Conference Report and Clinical Competency Inventory
  - Scores and Student Referral Form
  - Administration and Submission
  - Instructions for Additional *New* Supervisor Training

- **Next Steps and Q&A**

Administrative Reminders

Supervisor Contracts and Mileage Reimbursement

- **Supervisor contracts will be emailed next week**; please sign and return them as soon as possible; any issues, please email ASAP
- **Mileage reimbursement forms will be distributed in November and April**
  - Template: https://docs.google.com/spreadsheets/d/1WH8FAYhAHEKAMjkdMMuHZ_hLjnVdu0O4/edit#gid=1969931323
  - Mileage reports are also requested (i.e., Google Maps or MapQuest directions)
  - Examples will be provided to facilitate completion
- **New Fall 2022 Ramapo guidelines for mileage reimbursement:**
  - I need them 10 days after your last visit for timely submission
  - There is a 14-day window that we need to follow this year
  - Documentation includes car insurance information

Technology Support

Ramapo's IT Help Desk should be your first point of contact for all IT service requests:

Email: helpdesk@ramapo.edu
Telephone: 201-684-7777
Website: https://www.ramapo.edu/its/help-desk/

- **Ramapo Gmail Account**

  - https://password.ramapo.edu/

- **WebEx**

  - https://www.ramapo.edu/idc/instructional-technologies/#webex

  - https://www.ramapo.edu/idc/recorded-training/

Clinical Practice Overview

Google Drive Resource Folder for RCNJ Clinical Supervisors

- https://drive.google.com/drive/u/0/folders/1H_abmrbjtK9mvqjt3GvZa11BRtC6MkGX
- **Folders:**
  - Checklists
  - Clinical Competency Inventory
  - Clinical Practice Forms
  - *(edTPA)*
  - Lesson Plan Template for Observations
  - Observation & Conference Report
  - Orientations and Trainings
  - TE Program Handbook

NJDOE Terminology for Teacher Education

- Practicum → **Clinical Experience**

- Student Teaching → **Clinical Practice**

- Student Teacher → **Clinical Intern**

- College Supervisor → **Clinical Supervisor**

- **Cooperating Teacher** - *no change*

Clinical Practice Year-Long Model

- **Clinical Practice I** (CP1): first semester of Clinical Practice
  - **Part-time**; **2 days/week**
  - **22 school days** *minimum*
  - **Timeframe**: Late August/early September through first week of December
    - **September 6 - December 2, 2022**
      - **Can start earlier** if attending district PD and end as late as December 22 if additional days are needed
- **Clinical Practice II** (CP2): second semester of Clinical Practice
  - Same setting as CP1, if possible
  - **Full-time**; **5 days/week**
  - **60 school days** *minimum*
  - **Timeframe**: Start of new semester (or earlier, if possible) through last week of April/first week of May
    - **January 2-16 - May 5, 2023**
      - Can end as late as May 9 if additional days are needed

Clinical Practice Requirements for Interns

- **<u>Clinical Practice I</u>: Ramapo College's academic calendar**
- **<u>Clinical Practice II</u>: school district's calendar**
- Professional dress, behavior, and attitude; clean up social media!
- Hours serving as a substitute teacher do *not* count toward the clinical internship
- Maximum of **three (3) excused absences during CP2**
- **Communication with parents** should only occur with cooperating teacher and/or school administrator
- K-12 students' grades, school/medical records, legal documents, accommodation plans, etc. are **strictly confidential**
- Failure to adhere to Ramapo College's student policies, TE Clinical Practice Policies/Handbook, and/or the school district's policies for faculty/staff may results in **termination of the internship**

Clinical Practice Requirements for Cooperating Teachers

- **Three years certified teaching experience**; at least one year in current school district

- Rating of **"effective" or "highly effective"** on most recent summative evaluation

- If the teacher will be **absent for more than one (1) week**, the TE Assistant Dean and/or Program Asst. **must be notified**

Role of the Cooperating Teacher

- **Orients** intern to the school
- Includes intern in all grade-level, district, and special education **meetings**, **PD opportunities**, and parent-student-teacher **conferences**
- Provides models for successful **classroom management**
- Guides intern in **lesson planning**, **instruction**, and **assessment**
- Assists intern in learning about the **special needs** of their students and **services** provided
- **Models** highly effective teaching while allowing intern to only assume responsibilities for which they are prepared
- Directs intern to **curriculum guides**, **instructional materials**, and **online tools/resources**
- Acquaints intern with the mechanics of **classroom routines**, including *how* and *why* routines were established
- Monitors intern's progress and provides **clear instructions**, **expectations**, **scaffolding**, **constructive feedback**, and **encouragement**
- **Evaluates** intern and engages in post-observation and evaluation **conferences**

Role of the Clinical Supervisor

- Serves as a **liaison** between the intern, cooperating teacher, and the College
- **Confers** with the cooperating teacher regarding progress of intern *(bi-weekly)*
- **Advises** the intern regarding intern's roles and responsibilities *(weekly)*
- Offers **ongoing guidance** and **assistance** to all parties
- **Observes** and **documents** intern's progress in developing expected competencies
- Holds **post-observation**, **midpoint**, and **final conferences** with intern and cooperating teacher

Clinical Practice Checklists

- **Three (3) separate checklists** for clinical interns, clinical supervisors, and cooperating teachers

- **Clarify expectations and timeline** of expected activities

- *General guide*; can modify activities as a result of the intern's readiness, scheduling conflicts, and extenuating circumstances; *flexibility*

Clinical Practice I Expectations

- **Clinical Intern:**
  - Becomes **acclimated** in their clinical setting
  - *Gradually* assumes responsibilities
  - Teaches a *minimum* of **three (3) planned lessons** (Elementary: ELA, math, science)
  - Completes all **coursework**

- **Clinical Supervisor:**
  - Conducts **one** (1) *informal* observation and **post-observation conference** to orient the intern to the observation process (Oct.)
  - Conducts **two** (2) *formal* observations and **post-observation conferences** (Oct. & Nov.)
  - Provides the intern with **weekly** guidance and support
  - Communicates with cooperating teacher on a **bi-weekly** basis

- **Cooperating Teacher:**
  - Conducts **one** (1) *formal* co-observation and **post-observation conference** with the clinical supervisor (Nov.)
  - Provides intern w/ **daily** guidance/support; regularly scheduled **formal check-in once/week**
  - Communicates with clinical supervisor on a **bi-weekly** basis

Clinical Practice II Expectations

- **Clinical Intern:**
    - Returns to the same classroom as CP1, if possible
    - *Gradually* assumes more responsibilities
    - Teaches *nearly all* subject areas or periods/sections *except* AP by final month

- **Clinical Supervisor:**
    - Conducts **six (6)** *formal* **observations** and **post-observation conferences** (Jan. - April)
    - Provides intern with **weekly** guidance and support
    - Communicates with cooperating teacher on a **bi-weekly** basis
    - Completes **midpoint** and **final evaluations** and **conferences** (Feb. & April)

- **Cooperating Teacher:**
    - Conducts **one (1)** *formal* **co-observation** and **post-observation conference** with the clinical supervisor (Feb. or March)
    - Provides intern w/ **daily** guidance/support; **regularly scheduled formal check-in once/week**
    - Communicates with clinical supervisor on a **bi-weekly** basis
    - Completes **midpoint** and **final evaluations** and **conferences** (Feb. & April)

EdTPA Update

- NJ educator preparation programs *anticipate* that the Educative Teacher Performance Assessment will be eliminated as a NJ teacher certification requirement in the coming months
- **At this time, the edTPA is still a certification requirement**
  - A bill has passed both houses of the NJ State Legislature
  - The governor has conditionally vetoed the bill; undergoing slight revisions
    - Expect that it will pass both houses again and that governor will sign
  - Once bill officially becomes law, the NJDOE will issue guidance
- As a result of the edTPA's *anticipated* elimination, we are not having CP1 clinical interns spend time on it this fall; **if it's still a certification requirement come January**, interns will be provided with ample resources and support sessions so they may complete the edTPA during CP2

Questions?

Contact Information

Dr. Jordana Pestrong-Engler, Teacher Education Program Assistant
*All questions/concerns related to **Clinical Practice**, **supervisory assignments**, and **contracts**:*
(201) 684-7050 / **jengler@ramapo.edu**

Mrs. Ashley Restaino, Program Accreditation & Assessment Coordinator
*All questions/concerns related to **observations** and **evaluations**:*
(201) 684-7319 / **arestai2@ramapo.edu**

Clinical Practice Observation and Evaluation Instruments

Observation and Conference Report (OCR)

- Performance-based, formative assessment instrument used to provide feedback to teacher candidates on **observed lessons**

- Aligned to 2013 InTASC standards and 2014 NJPST

- Developed by the NJ Teacher Assessment Consortium (NJTAC); has undergone validity and reliability studies

- Both clinical supervisors and cooperating teachers will **document evidence of teacher candidates' performance on individual lessons** and **provide actionable feedback** over the course of Clinical Practice using the OCR

OCR Administrations & Conferences		
	Clinical Practice I	**Clinical Practice II**
Clinical Supervisor	**3** observations *(1 informal – no OCR, 2 formal)*	**6** observations
Cooperating Teacher	**1** co-observation	**1** co-observation

Clinical Competency Inventory (CCI)

- Performance-based, formative (midpoint) and summative (final) assessment instrument used to provide feedback to teacher candidates on **overall performance**

- Also aligned to InTASC and NJPST, developed by NJTAC, and has undergone validity & reliability studies

- Both clinical supervisors and cooperating teachers will **evaluate teacher candidates' overall performance** and **provide feedback** at the **midpoint** *and* **end of Clinical Practice II** using the CCI

- The clinical intern will also **self-evaluate** their teaching competencies at the **start** *and* **end** of the year-long internship (pre- and post-assessments)

CCI Administrations & Conferences		
	Clinical Practice I	**Clinical Practice II**
Clinical Supervisor	0	**2** *(midpoint & final)*
Cooperating Teacher	0	**2** *(midpoint & final)*
Clinical Intern	**1** *(pre-assess.)*	**1** *(post-assess.)*

Professional Teaching Standards

InTASC 2013	NJPST 2014	OCR and CCI
1- Learner Development	1- Learner Development	1- Learner Development
2- Learning Differences	2- Learning Differences	2- Learning Differences
3- Learning Environments	3- Learning Environments	3- Learning Environments
4- Content Knowledge	4- Content Knowledge	4- Content Knowledge
5- Application of Content	5- Application of Content	5- Application of Content
6- Assessment	6- Assessment	6- Assessment
7- Planning for Instruction	7- Planning for Instruction	7- Planning for Instruction
8- Instructional Strategies	8- Instructional Strategies	8- Instructional Strategies
9- **Professional Learning & Ethical Practice**	**9- Professional Learning**	9- **Professional Learning & Ethical Practice**
10- Leadership & Collaboration	10- Leadership & Collaboration	10- Leadership & Collaboration
	11- Ethical Practice	**11- Professional Responsibility**

OCR and CCI Scores and Ratings

- For the **formative/midpoint CCI evaluation**, the **required benchmark** for a clinical intern to proceed with the second half Clinical Practice II without any required interventions/additional supports is **2.50**.
- For the **summative/final CCI evaluation**, the **required benchmark** for a clinical intern to be recommended for certification is **3.00**.

Advanced Proficient- the intern exhibits **exemplary practice** (**3.5 - 4.0** points)
- Consistently demonstrates *mastery* of all skills and behaviors and/or evidence required for each competency

Proficient- the intern exhibits **basic competence** (**2.75 - 3.4** points)
- Consistently demonstrates *most* skills and behaviors and/or evidence required for the competencies

Novice- the intern exhibits **limited competence**; **needs assistance** (**1.5 - 2.74** points)
- Demonstrates *some* skills and behaviors and/or evidence required for the competencies

Emergent- the intern **exhibits difficulty** (**0 - 1.4** points)
- Demonstrates *few* skills and behaviors required for competency
- **If earned on the midpoint CCI, file a *Student Referral Form* and/or contact the Assistant Dean of Teacher Education**

Not Observed- you may indicate "N/O" if you **did not observe a specific indicator**; **obtain additional evidence** from the intern to demonstrate this competency (should be used sparingly and cannot be used on final CCI)

Student Referral Form

- If at any time a clinical supervisor and/or cooperating teacher feel that the **intern is not meeting expectations or requirements**, the **Assistant Dean and/or Program Asst. should be contacted as soon as possible**

- **Serious academic and/or non-academic concerns** should be documented using TE's **Student Referral Form**: **https://tinyurl.com/yyrbhpf9**

- **Must be filed** if a teacher candidate **does not meet the expected level of performance** on the **midpoint (2.50)** and/or **final (3.00) CCI evaluation/s**

Administration Guidelines and Procedures

Observation & Conference Reports:

- Clinical supervisors and cooperating teachers must observe the intern throughout Clinical Practice according to the schedule provided, **discuss evidence from the observations with the intern**, then **complete the aligned OCR Google Form**
- Confer with the intern and provide them with **clear, actionable feedback**; **joint conferences** are encouraged, when possible
  - **Strengths**
  - **Areas for Improvement**
  - **Recommendations** (instructional strategies, resources, goals with timelines, next steps)

Clinical Competency Inventories: (Midpoint and Final)

- Clinical supervisors and cooperating teachers should **discuss the intern's overall performance**, to date, then **complete the CCI Google Form independently**
  - **Mid-/Late February**: formative/midpoint CCI evaluation
  - **Late April/early May**: summative/final CCI evaluation
- **It's okay if supervisors and cooperating teachers don't agree on each rating assigned!**
- Confer with the candidate to explain ratings and feedback; joint conferences are encouraged

Submission of Completed OCRs and CCIs

- During the 19-20 and 20-21 academic years, OCRs and CCIs were completed/submitted through an online assessment platform called Taskstream
- Watermark phased out Taskstream and introduced a much more user-friendly platform, **Student Learning & Licensure**
    - **Implementation/piloting during the 23-24 AY**

- **Consistent with last year**, clinical interns, clinical supervisors, and cooperating teachers are to **use the following *Google Forms* to complete and submit OCRs and CCIs for AY 2022-2023**:

    - **Observation & Conference Report Google Form: https://forms.gle/Yd79ye12a6r5eDKp6**

    - **Clinical Competency Inventory Google Form: https://forms.gle/eaAZT1tknxrGY4Wv6**

- These links are embedded in all checklists and will be distributed through monthly email reminders as well

The *Clinical Practice Observation and Evaluation Instruments training video* is under construction. We look forward to providing you with an updated training video for the OCR and CCI in the near future!

- **Practice using the Observation & Conference Report**:
  - **Watch a video** of an authentic lesson through ATLAS
    - Go to: **https://atlas.nbpts.org/login**
    - Log in using the following information:
      - Username: **bchinni@ramapo.edu**
      - Password: **bcsc062792**
    - Click on "**My Dashboard**" on the top right of the homepage
    - Click on "**Manage My Saved Cases**"
    - Select the video, *Analyzing the Prevalence of the Theme of "Strength of Love to Overcome Hardship" – Case 2211*
    - Read the "**Instructional Context**" and "**Planning**" sections provided below the video, then watch the 15-minute video in its entirety
  - **Take notes** on the observed lesson
  - **Issue scores** for OCR indicators 1-8 using the following **Google Form**: **https://forms.gle/XkZxZiTCzDx7U2zR8**
  - **If any of your indicator scores fall outside the one-point** range (based on cohort mean), the Accreditation & Assessment Coordinator will contact you to discuss acceptable evidence for meeting that indicator's criteria; no word is good word!

Next Steps/September Tasks:

1. **Reach out to your clinical interns and their cooperating teachers** to introduce yourself and establish the best means of communication
2. **Contracts** will be distributed in the next week, if not sooner
3. **Submit HR paperwork** (new hires) **and signed contract** as soon as possible
4. Set up your **Ramapo Gmail account** if you don't already have one: https://password.ramapo.edu/
5. **NEW SUPERVISORS ONLY:** Complete **calibration training**: https://forms.gle/XkZxZiTCzDx7U2zR8
6. Become familiar with the **Resource Folder for Ramapo College TE Clinical Supervisors**; *CP Checklist for Clinical Supervisors*
7. **Schedule your first *informal* observation** for early October
8. Reach out to Dr. Jordana Pestrong-Engler and Ashley Restaino with any **questions/concerns**: jengler@ramapo.edu and arestai2@ramapo.edu

Questions?

Contact Information

Dr. Jordana Pestrong-Engler, Teacher Education Program Assistant
*Questions/concerns related to **Clinical Practice**, **supervisory assignments**, and **contracts***:
(201) 684-7050
jengler@ramapo.edu

Mrs. Ashley Restaino, Program Accreditation & Assessment Coordinator
*Questions/concerns related to **observations** and **evaluations***:
(201) 684-7319
arestai2@ramapo.edu

***Thank you** for giving back to the profession by dedicating your time to growing and developing the next generation of educators!*