
Teacher Education Clinical Practice Orientation for Cooperating Teachers

**Ramapo College of New Jersey
2022-2023**

Agenda

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Administrative Items

Cooperating Teacher Stipend Forms

- **Cooperating teacher stipend forms will be emailed within the next week**
- Please complete the **Cooperating Teacher Agreement** and **W-9** forms according to the **instructions provided**
- Stipends are **mailed** at the **end of the academic year**
- All **questions** related to CT stipends may be directed to **Dr. Jordana Pestrong-Engler: jengler@ramapo.edu**

Clinical Practice Overview

Clinical Practice Resources for Cooperating Teachers

- All Ramapo College Teacher Education Program **resources can be found here:** <https://www.ramapo.edu/te/program-resources>
 - **General Resources**
 - CT Stipend Packet
 - TE Program Handbook
 - Lesson Plan Template for Observations
 - **Checklists**
 - **Orientation**
 - Link and password to recording
 - PPT presentation
 - **Observation and Evaluation Instruments** (*hard and digital copies*)
 - Observation & Conference Report
 - Clinical Competency Inventory

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

- Clinical Practice I: Ramapo College's academic calendar
- Clinical Practice II: 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 result 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**:*

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

Mrs. Ashley Restaino, Program Accreditation & Assessment Coordinator

*All questions/concerns related to **observations** and **evaluations**:*

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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

<u>OCR Administrations & Conferences</u>		
	Clinical Practice I	Clinical Practice II
Clinical Supervisor	<u>3</u> observations <i>(1 informal – no OCR, 2 formal)</i>	<u>6</u> observations
Cooperating Teacher	<u>1</u> co-observation	<u>1</u> 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 and 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)

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

Professional Teaching Standards

<u>InTASC 2013</u>	<u>NJPST 2014</u>	<u>OCR and CCI</u>
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/yrbhpf9>
- **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

- For the 2022-2023 academic year, clinical interns, clinical supervisors, and cooperating teachers are to **use the following *Google Forms* to complete and submit OCRs and CCIs:**
 - **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**

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!



Next Steps:

1. If you haven't already, establish the best means of **communication with your clinical intern and their clinical supervisor**; establish your intern's **CP1 visitation schedule**
2. Complete and return your ***Cooperating Teacher Stipend Packet***
3. Become familiar with the **Clinical Practice Resources** available on Ramapo College's Teacher Education website: <https://www.ramapo.edu/te/program-resources>
4. Print out and follow the ***Clinical Practice Checklist for Cooperating Teachers***
5. Reach out with any **questions/concerns**

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profession by dedicating your time to
growing and developing the next
generation of educators!***