

Spring 2024 TLAC Clinical Teaching

Clinical Teaching Orientation Meeting

December 6, 2023



TEXAS A&M UNIVERSITY
Teaching, Learning
& Culture

Clinical Teaching Office

Harrington Tower, Suite 211

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Senior Administrative Coordinator I

GENERAL INFO

- The meeting is being recorded and will be available to review
- Use chat to ask questions as we go, and we will have Q&A at the end of the meeting

CLINICAL TEACHING CLEARANCE

You must be enrolled:

COURSES:

- TEFB 426 (EC-6)
- MEFB 497 (4-8)
- MEFB 497 or TEFB 429 (aggieTEACH or University Studies)
- TEED 425 (12 hours)

SECTIONS:

- Local Placement = Section 500
- Distant Placement = Section 550

FAQs

➤ **When is the first day of clinical teaching?**

- Clinical teachers must begin the first official district school day (with students) and complete 70 days.
- Prior to the first day with students, clinical teachers may count up to 5 full days (towards the TEA-required 70 days) of professional development.
 - Clinical teachers must attend PD days with their assigned cooperating teacher
 - and days must be approved by their supervisor in advance.
 - Additional professional development days during the semester are required and count toward the 70 days.
- Clinical teachers follow the school district calendar, not TAMU.

➤ **Can I have another job while clinical teaching?**

- Clinical teaching is considered a full-time job so employment is discouraged. If necessary, working must be limited to no more than 10-12 hours per week, preferably on weekends and may not interfere with clinical teaching responsibilities.

PROFESSIONALISM

- Only one 'First Impression'
- **YOU ARE A GUEST IN THE CLASSROOM/DISTRICT**
- 14-week job interview
- Professional dress
- Punctuality
- Contact cooperating teacher as soon as you receive your placement
- Finish strong – cooperating teacher and supervisor are references
- Many districts will web-search before hiring
- Be cautious what you post on social media

AEP

- All field experience placements will be uploaded in the AEP
- Forms, formal observations, evaluations
- Time Log must be filled out daily, approved by cooperating teacher weekly
- Acknowledgement of CT Handbook and Emergency Contact are forms to be completed under “Field Experiences”
- Proof of CIRT and Cooperating teacher TEA Certificate should be uploaded under “Assignments” – Clinical 4

HANDBOOK

- On-line reference for clinical teacher, cooperating teacher, and university supervisor
- Download and read
- You should provide Acknowledgement of CT Handbook to supervisor at orientation and complete in the AEP.
- Provide Emergency Contact Form to supervisor, campus administrator and complete in the AEP.

HANDBOOK

➤ **Components**

- Observing, Assisting, Teaming, Teaching
- Lesson Plans
- Full Responsibility
- Three-way Mid-point and Final Conference

➤ **Policies**

- Length of semester – TEA required 70 field days + Career Fair
- Absences must be made up at end of semester
- Supervisor Seminars
- Work

➤ **Termination of CT Assignment/Appeal Procedure**

HANDBOOK

ASSIGNMENTS

- **Beginning of semester upload in Aggie Educator Portal (AEP):**
 - ✓ Handbook Acknowledgement Form
 - ✓ Emergency Contact Form
 - ✓ Cooperating Teacher TEA Certificate
 - ✓ Proof of CIRT documentation

- **Throughout semester:**
 - ✓ Time Log – fill out daily and approved weekly by cooperating teacher
 - ✓ 4 reflections following each formal observation by supervisor
 - ✓ 4 reflections following the midpoint and final evaluations
 - ✓ 2 Canvas online discussions

- **End of semester:**
 - ✓ Evaluations of Cooperating Teacher and Supervisor
 - ✓ Post graduation survey

HANDBOOK

ASSIGNMENTS (continued)

- **Semester Projected Teaching Schedule (p. 23)**

- **Weekly Clinical Teaching Schedule (p. 24)**

- **Clinical Teaching Notebook**
 - ✓ Lesson Plans
 - ✓ Handbook
 - ✓ Other forms - calendars/evaluations
 - ✓ Journal - self-reflection

HANDBOOK

ATTENDANCE

- Clinical teachers are required to be in attendance at their cooperating school all day each day. Leaving the school campus during the school day is not permitted without prior approval, and any time missed must be made up.
- Do not make travel plans or other commitments until after graduation.
- All absences must be officially reported in the AEP and made up. Unexcused/excessive absences may result in an unsatisfactory grade in clinical teaching. Only university approved absences are considered excused. For more details, visit <http://student-rules.tamu.edu/rule07>.

The screenshot shows the TAMU AEP (Academic Evaluation Process) interface. The top navigation bar includes the TAMU logo, the text 'TAMU UNIVERSITY School of Education & Human Development', and links for 'Home', 'certification', 'education.tamu', and 'help'. A red warning box on the left states: 'WARNING: You have assumed the identity of another account!' with a 'Report' link. Below the warning is a timestamp '2023-08-01 9:38' and a sidebar menu with items: 'My Home', 'Admissions', 'Exams', 'Assignments', 'Portfolio', 'Field Experiences' (highlighted in blue), 'My Placements', and 'Training'. At the bottom of the sidebar is the user name 'Miss Reveille'. The main content area is titled 'Absence Report' and contains a form with the following fields: 'Name' (Miss Reveille), 'Absence Date' (08/21/2023), 'Reason' (Sick), and 'Length' (Full Day). There are 'Cancel' and 'Save' buttons at the bottom right of the form. A link for 'My Placements' is also visible below the form.

HANDBOOK

ATTENDANCE (continued)

- Full Day = 7+ hours
- Half Day = 4+ hours

MAKE-UP TIME REQUIREMENTS		
ABSENCES	EXCUSED	UNEXCUSED
Any part of a day up to ½ day	minimum ½-day (full day encouraged)	1 day
Any day (over ½-day)	1 day	2 days (71 total days)
2 days	2 days	4 days (72 total days)
3 days+	3 days+	Unsatisfactory grade

Clinical teaching is graded Satisfactory/Unsatisfactory.

3 unexcused absences will result in an Unsatisfactory grade and student will be required to re-enroll in Clinical Teaching the following semester.

HANDBOOK

TIME LOG

- Must be filled out daily
- Automatically keeps track of days
- Cooperating teacher needs to approve weekly
- Record seminars with supervisors in Notes

Week In Progress

Time Log: View Week (July 31, 2023 — Aug. 6, 2023)

[View Time Log](#)
All weekdays should be marked either with hours or a "Special" designation to indicate an absence, school holiday, or not applicable (if are not in the field five days a week).

Date	Start Time ¹	End Time	Hrs	F/H	Special ²	Note	Appr
Mon 7/31	8 am	4 pm	8.0	Full			
Tue 8/01	7 am	7 am		None	Holiday		
Wed 8/02	8 am	4 pm	8.0	Full			
Thu 8/03	7 am	7 am	Incomplete	None			
each week day should have hours or be marked in the "Special" column							
Fri 8/04	7 am	7 am	Incomplete	None			
each week day should have hours or be marked in the "Special" column							
Weekend (only use if attended countable school events)							
Sat 8/05	7 am	7 am		None			
Sun 8/06	7 am	7 am		None			
Weekly days/hours			2.0	16.0			
Update Week							

¹Leave start/end times at 7am/7am for days not spent at school.
²Select a "Special" option for non-standard days even if only for half days.

7+ hours is required to count as a full day.
4+ hours is required counts as a half day.

Time Log (Student)

Use the Time Log below to record your hours as part of TEA Certification requirements. Your Cooperating Teacher will review these entries throughout the experience.

Total Hours: 37.0
total Days: 4.5 (70 days required)

#	Start	End	Days	Hours	Approved
1	7/17/23	7/23/23	4.5	37.0	CT (07/31)
2	7/24/23	7/30/23	0.0	0	
3	7/31/23	8/6/23	0.0	0	
4	8/7/23	8/13/23	0.0	0	
5	8/14/23	8/20/23	0.0	0	
6	8/21/23	8/27/23	0.0	0	
7	8/28/23	9/3/23	0.0	0	
8	9/4/23	9/10/23	0.0	0	
9	9/11/23	9/17/23	0.0	0	
10	9/18/23	9/24/23	0.0	0	
11	9/25/23	10/1/23	0.0	0	
12	10/2/23	10/8/23	0.0	0	
13	10/9/23	10/15/23	0.0	0	
14	10/16/23	10/22/23	0.0	0	
15	10/23/23	10/29/23	0.0	0	
16	10/30/23	11/5/23	0.0	0	

Semester View

Time Log: View Week (July 17, 2023 — July 23, 2023)

[View Time Log](#)
All weekdays should be marked either with hours or a "Special" designation to indicate an absence, school holiday, or not applicable (if are not in the field five days a week).

Date	Start Time ¹	End Time	Hrs	F/H	Special ²	Note	Appr
Mon 7/17	07:30a	03:30p	8.0	Full			CT 7/31
Tue 7/18	08:00a	04:00p	8.0	Full			CT 7/31
Wed 7/19	07:00a	04:00p	9.0	Full			CT 7/31
Thu 7/20	08:00a	03:00p	7.0	Full			CT 7/31
Fri 7/21	08:00a	01:00p	5.0	Half	absence_halfday		CT 7/31
Weekend (only use if attended countable school events)							
Sat 7/22			0.0	None			CT 7/31
Sun 7/23			0.0	None			CT 7/31
Weekly days/hours			4.5	37.0			
This week has been reviewed, no further updates allowed.							

¹Leave start/end times at 7am/7am for days not spent at school.
²Select a "Special" option for non-standard days even if only for half days.

7+ hours is required to count as a full day.
4+ hours is required counts as a half day.

Completed Week

HANDBOOK

➤ **Cooperating Teacher Responsibilities**

- Complete and acknowledge required training
- Provide weekly written feedback to students
- Approve Time Log weekly in the AEP
- Participate in mid-point & final 3-way conference and complete online evaluations in the AEP
- Recommend clinical teacher for certification

➤ **University Supervisor Responsibilities**

- Complete and acknowledge required training
- Orientation for student and cooperating teacher by first day of clinical teaching
- At least 4 (45-minute) FORMAL observations with written feedback
- Facilitate mid-point & final 3-way conference and complete online evaluations
- Conduct at least 3 seminars for clinical teachers
- First contact for questions and/or concerns
- Recommend clinical teacher for certification

HANDBOOK

SUPPLEMENTS

- Formal Observation
- Midpoint/Final Evaluation
- Observation Suggestions for Clinical Teachers
- Lesson Plans
- Pacing Schedule
- Semester Projected Schedule
- Weekly Clinical Teaching Schedule
- Cooperating Teacher Information
- Growth/Probation Plan
- Clinical Teacher Emergency Contact Form
- Code of Ethics and Standard Practices for Texas Educators
- Immunity Status for Clinical Teachers
- Texas Teacher Standards

LIABILITY INSURANCE

Texas Classroom Teachers Association

- <https://tcta.org>

Association of Texas Professional Educators

- <http://www.atpe.org>

Texas State Teacher Association/National Education Association

- <http://www.tsta.org>

SPRING 2024 TAMU

EDUCATION CAREER FAIR

(followed by mandatory meeting regarding graduation and certification)

Monday, March 25, 2024

In person attendance is required!

The day does ***NOT*** count toward your 70 field days.

CERTIFICATION

CONTACT INFORMATION

Educator Certification Office

Harrington Tower, Suite 100A

979-845-5360

certificationoffice@tamu.edu

Clinical Teaching Office

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Kim Parish

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Kara Green

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Meeting Attendance

*Use the QR code or link to complete the survey
and record your attendance at this meeting!*



https://tamucehd.qualtrics.com/jfe/form/SV_d5rlyBrQjEIIecu

QUEST

Q&A

IONS?

THANK YOU



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