

***Cooperating Teacher  
Overview***

***Bilingual Education  
Clinical Phase***

# ***I've been assigned a clinical teacher, now what!?***

- Clinical Teachers (CT) must report to your campus on the first day of class. However, we recommend the CTs attend one day of staff development.
- Get a space ready for them to put their 'stuff'
- Let your students know there will be a guest teacher!
- Look forward to creating the best Aggie teacher!
- Plan to attend the Cooperating Teacher Orientation session.



# ***First Days:***

- Your clinical teacher (CT) will need to log 70 days as per TEA. We recommend that students attend one staff development day before the semester starts.
- Student days: The first few days are set up for observation purposes. Your clinical teacher should be taking notes and getting to understand and know the students and schedule.
- Make sure to introduce your CT to your team and staff members.

# ***Demonstrate the teaching process***

- Methods
- Resources
- Monitoring of time
- Daily and weekly plans
- Behavior management
- Planning procedures
- Attendance
- Lunch procedures
- Restroom procedures
- Schedules
- Grading procedures
- Emergency procedures!

# *During the semester*

- Provide verbal feedback daily.
- Provide written feedback in the Student Daily Journal weekly.
- Approve time log weekly.

Leave	Leave the CT alone in the classroom from time to time so she can have a feeling of independence.
Allow	Allow the CT to participate in parent conferences, campus meetings, and professional development.
Meet	Meet with the clinical teacher formally at least once a week to discuss plans for the next week.



# ***Semester at a glance:***

WEEK	RESPONSIBILITIES
0	<b>Orientation with University Supervisor</b> <b>Upload/Submit required forms</b>
1	<b>Observe, assist, team-teach</b> The majority of time is focused on learning classroom routines and observing students and cooperating teacher. Team teaching is appropriate.
2	<b>Co-plan and teach 1-2 classes/subjects</b> Preplan with the cooperating teacher. Write detailed lesson plans based on preplanning sessions. Observe the cooperating teacher model how to teach lesson/s that were discussed. Note any needed adjustments to the prepared lesson plans before independently teaching the lesson/s to other class periods. <b>Seminar with University Supervisor</b>
3	<b>Independently plan and teach 2-3 classes/subjects</b> <b>Formal Observation 1</b>
4	<b>Independently plan and teach 3-4 classes /subjects</b> <b>CANVAS 1 Discussion</b>
5-7	<b>Full Responsibility</b> Choose 10 consecutive days during these weeks for full responsibility. <b>Formal Observation 2</b> <b>MID-POINT CONFERENCES DURING WEEKS 6/7</b> <b>CANVAS 2 Discussion</b> Option following 1st Full Responsibility: Second Environment
8-10	<b>Plan and teach 2-3 classes</b> Rotate subjects/periods to prepare for the second full responsibility. <b>Formal Observation 3</b> <b>Seminar with University Supervisor</b> <b>Note:</b> Second Environment remains an option.
11-14	<b>Second Full Responsibility</b> Choose 10 consecutive days during these weeks for full responsibility. <b>Career Fair</b> <b>Formal Observation 4</b> <b>FINAL CONFERENCES DURING WEEKS 13/14</b> <b>CANVAS 3 Discussion</b> <b>Seminar with University Supervisor</b> The last week may also be used as a 'transition' week. <b>Attendance Log</b> – upload signed copy after last day in field

We look forward to  
meeting with you!

**Thank you!**

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