Fall 2024
TLAC Clinical Teaching

Clinical Teaching Orientation Meeting

August 5, 2024
Clinical Teaching Office
Harrington Tower, Suite 211
clinical-teaching@tamu.edu
979-845-8254

Kim Parish
Director of Field Experiences

Kara Green
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:
- TEBF 426 (EC-6)
- MEFB 497 (4-8)
- MEFB 497 or TEBF 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
All field experience placements are uploaded in the AEP Forms, formal observations, evaluations

Time Log must be filled out daily, approved by cooperating teacher weekly

Acknowledgement of CT Handbook, Emergency Contact forms, Proof of CIRT and Cooperating teacher TEA Certificate should be uploaded under “Assignments” – Clinical 4
On-line reference for clinical teacher, cooperating teacher, and university supervisor

Download and read

Upload Acknowledgement of CT Handbook in Google Drive and complete in the AEP.

Upload Emergency Contact Form in Google Drive, provide it to the campus administrator and complete in the AEP.
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
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
ASSIGNMENTS (continued)

- Semester Projected Teaching Schedule (p. 23)
- Weekly Clinical Teaching Schedule (p. 24)
- Clinical Teaching Notebook (Google Drive)
  - Lesson Plans
  - Handbook
  - Other forms - calendars/evaluations
  - Journal - self-reflection
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](http://student-rules.tamu.edu/rule07).
ATTENDANCE (continued)

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

<table>
<thead>
<tr>
<th>ABSENCES</th>
<th>EXCUSED</th>
<th>UNEXCUSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any part of a day up to ½ day</td>
<td>minimum ½-day (full day encouraged)</td>
<td>1 day</td>
</tr>
<tr>
<td>Any day (over ½-day)</td>
<td>1 day</td>
<td>2 days (71 total days)</td>
</tr>
<tr>
<td>2 days</td>
<td>2 days</td>
<td>4 days (72 total days)</td>
</tr>
<tr>
<td>3 days+</td>
<td>3 days+</td>
<td>Unsatisfactory grade</td>
</tr>
</tbody>
</table>

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

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

Week: View Log
All weekdays should be marked either with hours or a “Special” designation to indicate an absence, school holiday, or not applicable (if not in the field)

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>His</th>
<th>FJM</th>
<th>Special</th>
<th>Note</th>
<th>Appr</th>
</tr>
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<tbody>
<tr>
<td>Mon 7/31</td>
<td>8 am</td>
<td>00 00</td>
<td>8.0</td>
<td>Full</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 8/01</td>
<td>7 am</td>
<td>00 00</td>
<td>8.0</td>
<td>Full</td>
<td>Holiday</td>
<td></td>
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</tr>
<tr>
<td>Wed 8/02</td>
<td>8 am</td>
<td>00 00</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Thu 8/03</td>
<td>7 am</td>
<td>00 00</td>
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<td>7 am</td>
<td>00 00</td>
<td>8.0</td>
<td>Incomplete</td>
<td>None</td>
<td></td>
<td></td>
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<tr>
<td>Sat 8/05</td>
<td>7 am</td>
<td>00 00</td>
<td>8.0</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 8/06</td>
<td>7 am</td>
<td>00 00</td>
<td>8.0</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Weekly days/hours: 2 0.0 16 0.0

Update Week

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

Week: View Log
All weekdays should be marked either with hours or a “Special” designation to indicate an absence, school holiday, or not applicable (if not in the field)

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>His</th>
<th>FJM</th>
<th>Special</th>
<th>Note</th>
<th>Appr</th>
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<tr>
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<td>7:30 am</td>
<td>8:30 am</td>
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<td>CT 7/31</td>
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<td>Tue 7/18</td>
<td>7:00 am</td>
<td>8:00 am</td>
<td>8.0</td>
<td>Full</td>
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<td></td>
<td>CT 7/31</td>
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<td>Wed 7/19</td>
<td>7:00 am</td>
<td>8:00 am</td>
<td>8.0</td>
<td>Full</td>
<td></td>
<td></td>
<td>CT 7/31</td>
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<tr>
<td>Thu 7/20</td>
<td>7:00 am</td>
<td>8:00 am</td>
<td>8.0</td>
<td>Full</td>
<td></td>
<td></td>
<td>CT 7/31</td>
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<td>12:00 pm</td>
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<td>Full</td>
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<td></td>
<td>CT 7/31</td>
</tr>
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</table>

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.

1 Leave start/end times at 7am/7am for days not spent at school.
2 Select a “Special” option for non-standard days even if only half day.
3 Days are required to count as a full day.
4 Hours are required counts as a half day.
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
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
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
FALL 2024 TAMU EDUCATION CAREER FAIR
(followed by mandatory meeting regarding graduation and certification)

Monday, November 4, 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

Harrington Tower, Suite 211
clinical-teaching@tamu.edu
979-845-8254

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Q&A
THANK YOU