

University Clinical Educators Orientation/ Visitations

Teacher Candidates/ PK-12 Clinical Educator

Teacher Candidate Name:

University Clinical Educator Name:

PK-12 Clinical Educator Name:

School Name: District:

Grade Level: Academic Content Area:

Number of Students in Class: Number of IEPS:

**Conference with the Teacher Candidate and PK-12 Clinical Educator Regarding:**

Important Dates & Timelines

* CE Clinical Experience Teacher Candidate Checklists: 1st 8 weeks & 2nd 8 weeks **(yellow)**
* Overview of calendar and semester schedule **(pink)**
* Time Log/Attendance: PK-12 CE signs Fridays, while UCE sign at end of 8 weeks
* Date of 1st formal observation (set at Orientation Meeting)
* NKU seminar attendance (student must leave placement to be on time; attendance is mandatory)

Important Assignments

* Clinical Experiences Foliotek Rubric **(purple)**
* Teacher Work Sample (3 attempts, directions, timelines)
* Teacher Work Sample Data and Analysis
* Standard 8 Collaboration Log
* Standard 9 Self-Assessment and Growth Plan (7.1 for IECE)
* Standard 10 Leadership Project

Technology

* Computer availability
* Usage allowances
* Signed technology policy
* Student Voice Survey (computers will be needed during week 7)

Observations & Evaluations

* Post observation conference with triad after each observation
* Mid-point checklist evaluation (On Foliotek)
* PK-12 CE will observe one lesson during the first 8 weeks and one lesson during the second 8 weeks
* UCE will observe two lessons during each 8 week placement
* Fourth (final) observation- for Interrater Reliability purposes, PK-12 CE and UCE will observe the same lesson (schedule as early as possible)
* PGES
* Lesson plan and evaluation instruments and due dates (sent through links and email notifications)
* Summative Dispositions Checklist
* Summative evaluation (end of 8th week & end of 16th week for PK-12 only)

Policies & Procedures

* NKU COEHS Code of Ethics
* Foliotek Usage & Rubrics
* Co-Teaching: co-plan, co-teach, co-assess
* Clinical Experiences Handbook (triad review)
* School policies (dress, discipline, etc.)
* Sign-in procedures
* TC should not be left alone with students

Questions/Concerns/Other:

**Required Signatures:**

Signature of Teacher Candidate: Date:

Signature of PK-12 Clinical Educator: Date:

Signature of University Clinical Educator: Date: