

KEAN UNIVERSITY - COLLEGE OF EDUCATION
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Clinical Experience: Pre-Professional First Visit Checklist

Name of Clinical Experience: Pre-professional Student _____

Name/Address of School _____

School Telephone _____

Name of Cooperating Teacher _____

Home Telephone _____ Email: _____

(Home Telephone for Supervisor Exchanged with Cooperating Teacher)

Name of Principal _____ Principal's Email _____

Name of Supervisor/Department Chair _____

Availability of Cooperating Teacher (Teacher's Daily Schedule e.g., Prep Period/Duty Period) _____

Meeting: Cooperating Teacher, Clinical Experience: Pre-professional Student and Clinical Supervisor

The first visit is for each party to get to know each other and to set expectations. It is suggested that all guidelines be reviewed. The first visit will be a general orientation for all concerned, and will provide a basis for concerns that may arise and to establish points of clarification.

Planning

- The lesson plan for each class for each day the student teaches should be completed on the lesson plan form provided by the school/supervisor.
- All lesson plans and other materials which the student distributes as part of the course should be kept in chronological order in large loose-leaf binder.
- A copy of all lesson plans must be available for the clinical supervisor when he/she observes the student. The cooperating teacher and supervisor will refer to these plans while conducting the observation.
- The cooperating teacher must approve and sign all lesson plans.
- Journal entries are to be kept daily

Supervision

- The initial visit will be to establish expectations. The student's Emergency Information/Policy Response Form will be collected at this time and forwarded to the College of Education.
- All other visits will be for observational purposes.
- A minimum number of visits will occur dependent upon the student's program. A Narrative Observation Form will be completed at each of these visits. One formal evaluation will be completed by the cooperating teacher and the clinical supervisor at the end of the semester and at least one formal observation will occur prior to your evaluation.
- A post-conference will occur after each formal and informal review sessions and will be used to discuss your lesson in terms of:
 - What worked and why did it work?
 - What didn't work and why?
 - What could be done differently?These areas should also be discussed in your daily reflective journal entries. The purpose of the post-conference is to develop more effective techniques through recommendations and self-evaluation. Accepting constructive criticism in a positive way is the first step in becoming a more effective teacher.
- Time records should be kept.
- Problems should immediately be brought to the attention of the clinical supervisor by the clinical experience: pre-professional student and/or cooperating teacher.

Student Schedule

- The student is to follow the cooperating teacher's curriculum and time schedule.
- The student is to follow the school district's calendar, not the university's calendar.
- If the student must be absent from the field site, he/she must notify the cooperating teacher AND the clinical supervisor.
- **A student who is absent from the field, must make up the time.** The cooperating teacher and the supervisor will decide how best to do this.

Timelines

- Review all guidelines and materials before the first meeting.
 - Review with the cooperating teacher school policies and procedures.
 - By the end of the third week, the Pre-professional intern has:
 - Worked with individual students
 - Instructed small group activities of 3-5 students
 - Taught the entire class
 - Sometime after the end of the fifth week, a formal observation with a post-conference will occur.
 - No more than 10 days before the end of the semester, a formal observation and evaluation with a post-conference will occur.
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This checklist is the basis of the first narrative observation report. A copy of this checklist must accompany the Narrative Observation Form and be signed by the clinical experience: pre-professional student and cooperating teacher, in addition to the clinical supervisor.

Clinical Supervisor Signature

Date

Clinical Experience: Pre-professional Student Signature

Date

Cooperating Teacher Signature

Date

Revised 7/23/18

