

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: _____