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: ________