ORIENTATION FOR CLINICAL EDUCATORS

**Beginning Weeks**

1. During these beginning weeks, please refer to the **12-Week Sequence** to discuss a schedule for assuming lead teaching responsibilities, classroom routines, etc. with your teacher candidate.
2. Encourage your teacher candidate to share his/her ideas regarding instructional strategies, the learning climate, use of technology, etc.
3. Teacher candidates are expected to collaborate with colleagues and parents. Please introduce your teacher candidate to these partners in education.

**Lesson Planning**

1. Your teacher candidate is expected to write detailed lesson plans for lessons that s/he will be lead teaching. (Please see the University of Delaware **Lesson Plan Template**.) The lesson plans should be given to you according to the lesson plan contract. Feel free to write suggestions/comments on the plans. You may want to initial lesson plans that have been approved for implementation.

**Projects**

1. Some teacher candidates will be completing an edTPA. In this assessment, teacher candidates will describe, analyze, and evaluate the teaching of a 3-5-lesson unit of instruction that will be referred to as a “learning segment”. The assessment is built around the proposition that successful teaching is based on knowledge of subject matter and subject-specific pedagogy, developing knowledge of one’s students, reflecting and acting on evidence of the effects of instruction on student learning, and considering research/theory about how students learn.

**Clinical Educator’s Role**

* Helping your candidate select a topic
* Reviewing the form of acceptable support (see *edTPA Teachers who support Teacher Candidates* handout)
* Supporting parent permission collection – your candidate will have the forms (follow district protocols)
* Preplan your coteaching role for videotaped lessons
1. Your teacher candidate’s course instructors will assign additional projects throughout the semester. Course instructors will be sending information about these projects and assignments via email. If you have a question about an assignment please do not hesitate to contact the instructor directly.

**Conferences**

1. Clinical educators should conference with the teacher candidate **weekly** to discuss progress and set professional goals for the upcoming week. Formal written feedback needs to be given **weekly**.
2. During your weekly conference, please discuss with your teacher candidate his/her teaching responsibilities for the upcoming week. Teacher candidates are to send Weekly Teaching Schedules to their field instructors by **9PM on Thursday** for the following week.
3. During the mid-point of the experience, the university field instructor will be meeting with you and your teacher candidate to discuss overall performance. Please complete the **Capstone Evaluation** form (Google form) with mid-term scores prior to the conference and be prepared to lead the discussion as to how your teacher candidate is progressing.
4. During the final week of the placement, the university field instructor will be meeting with you and the teacher candidate in a summative conference. Please complete the **Capstone Evaluation** form (same Google for as the mid-term) with final scores prior to the final conference.

**Final Evaluation Report**

1. You will be notified by the Office of Clinical Studies with directions to complete the Capstone Evaluation with formal, final scores through Taskstream.

2. Once completed, you will be paid the $250 honorarium for hosting a University of Delaware teacher candidate.

**Policies**

1. **Sexual Misconduct from a School-Based Member:** If your teacher candidate informs you about sexual misconduct from a school-based member, please contact the university student teaching field instructor.
2. **Attendance:** Teacher candidates are considered professional staff and are required to adhere to the school district calendar and to the University of Delaware student teaching schedule. When a teacher candidate is absent for an extended period of time, his/her placement may be extended. Please contact the university field instructor if there are questions about a teacher candidate’s attendance.

Teacher candidates are expected to attend all field days according to the calendar provided prior to the start of the semester and be in attendance following teacher hours in their school. Absences from the field will be considered excused according to University policy (<http://academiccatalog.udel.edu/Pub_Search.aspx>).

Candidates with multiple unexcused absences may be called to a disposition meeting to discuss. All absences will need to be made up. Make-up days cannot occur on Fridays if candidates have University classes on these days. The university field instructor will support you in developing a plan for the teacher candidate to complete missed field time. Religious holidays listed on the University calendar **do not** have to be made up.