

## ORIENTATION FOR CLINICAL EDUCATORS

### Beginning Weeks

1. During these beginning weeks, please refer to the **Weekly 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/their 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 they will be lead teaching for your approval. (Please see the University of Delaware **Lesson Plan Template**.) The lesson plans should be given to you according to the lesson plan contract. Please provide suggestions/comments to assist them in planning for student success.

### Projects

1. Teacher candidates are expected to evaluate student progress and will provide **assessment evidence** throughout their placement.

#### *Elementary Education and Middle School Tasks*

Teacher candidates completing their elementary education and/or middle school placement will maintain assessment records, evaluate student progress, and analyze class results. A mock or real parent/teacher conference will be done by the end of the placement to practice sharing information.

#### *Special Education and ESL Tasks*

Teacher candidates completing their special education or ESL placement will maintain progress monitoring aligned with students' goals (IEP), evaluate progress, and analyze individual results. A mock or real parent/teacher conference (IEP mtg.) will be done by the end of the placement to practice sharing information.

### 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. For 7-week placements, you and your teacher candidates will meet for a **progress conference** during week 4 as a midway check on progress. The university field instructor will meet with you and your teacher candidate to discuss overall performance at the end of the experience. Please complete the **DTGSS Evaluation** form (Google form) with progress conference scores and final scores.

4. For 14-week placements, you and your teacher candidate will meet for **progress conferences** during weeks 4 and 10. At the midway point, usually during week 7, and during the final week of the placement, the university field instructor will meet with you and your teacher candidate to discuss overall performance. Please complete the **DTGSS Evaluation** form (Google form) with progress conference scores, midway, and final scores.

### **Final Evaluation Report**

1. You will be notified by the Office of Clinical Studies with directions to complete the **DTGSS Evaluation** with formal, final scores through Taskstream for each area of certification that the teacher candidate is working towards.
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/their 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](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. 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.