

Concordia University Texas
Clinical Teaching
Fall 2023 – Student Checklist

Timeline and TEA Documentation Needed for Certification <i>Additional assignments listed by due date in BBLearn</i>	Due
Orientation: August 25, 2023	Official Start: 1st day in classroom 8/28
<input type="checkbox"/> Clinical Teaching Information form <input type="checkbox"/> Letter of Introduction <input type="checkbox"/> Context Form <input type="checkbox"/> Verification of Permission to Record Students	Sept 1
<input type="checkbox"/> Formal Observation #1 (completed between 8/28 and 9/22) from Supervisor <input type="checkbox"/> Formal Observations #1 from Cooperating Teacher <input type="checkbox"/> Video recording of a lesson	Sept. 22
<input type="checkbox"/> Formal Observation #2 from Supervisor (completed between 9/25 and 10/20) <input type="checkbox"/> Formal Observation #2 from Cooperating Teacher	Oct. 20
<input type="checkbox"/> Copy of Log for first half (submitted in Dynamic forms and signed)	Oct. 20
<input type="checkbox"/> Formal Observation #3 from Supervisor (completed between 10/23 & 11/17) <input type="checkbox"/> Formal Observation #3 from Cooperating Teacher	Nov. 17
<input type="checkbox"/> Formal Observation #4 from Supervisor (completed between 11/27 & 12/15) <input type="checkbox"/> Formal Observation #4 Cooperating Teacher <input type="checkbox"/> Second Video Recording of a lesson	Dec. 15
<input type="checkbox"/> Placement Summary from Supervisor <input type="checkbox"/> Placement Summary from Cooperating Teacher <input type="checkbox"/> All Reflections <u>in one PDF document with comments</u> in BBLearn <input type="checkbox"/> P2 Signed Clinical Teaching Log with 70+ days logged when combined with first 9 weeks log	Dec. 15
Last Official Day Dec. 15	

Weekly Meetings:

Clinical teachers and residency students meet together once a week in the late afternoon/evening starting with the first day of CTX semester. The meeting time and day are in BB, but may be adjusted with the class approval.

Reflections:

In addition to these requirements, weekly reflections (see Handbook for details) are due each Friday by 6:00 pm. All reflections for the Clinical Teaching Semester will be recorded in one **shared electronic document** created by the clinical teacher and shared with the university supervisor. Coaching comments will be added to the reflections weekly by the supervisor – DO NOT delete them or mark them “complete”).

Required Days:

Your placement **begins and ends** with the **CTX** calendar and follows the **ISD’s** calendar **within the semester** – your holidays will follow the ISD/Placement Campus calendar (not the CTX calendar). To receive credit for your clinical teaching experience and be recommended for certification, TEA requires you to participate for a minimum of **70 full days**. Days must be at least 7 hours to count to count as a full day. Early release days may be counted as full days if you follow the teacher’s schedule, not the students’. PD days may be counted if you attend the professional development with your cooperating teacher. Make sure to update your clinical teaching log regularly.