

Instructors' Checklist for Clinical Practice Courses

This checklist contains important reminders for instructors to be aware of and/or share with students in a course that has a field experience or student teaching component as part of the OSU Professional Education Unit. "Candidates" refers to OSU Professional Education students, and "students" refers to K12 students. "Clinical practice" encompasses field experience, student teaching, or other internships.

Reminder

Additional Resources/Explanation

Review the "Roadmap to Certification" and Certification Check Sheet for your subject area/grade level. Completing your degree does not necessarily mean you can be recommended for certification.

These resources are available on the Professional Education website
<http://education.okstate.edu>

The *Teacher Certification @ OSU* Facebook page is a great place for receiving important announcements about things like testing dates, required meetings, and scholarship opportunities.

Friend "Teacher Certification @ OSU" on Facebook

Our office has to consider at least five things (in this order) when making placements in schools for student teaching:

Professional Education Unit Policies and Procedures are available at

- 1) Is the requested placement appropriate for the candidate? (Program Coordinator approves; candidate did not attend school there or has a relative or close friend working or attending there; etc.)
- 2) Is the school district and site willing to take this particular observer/student teacher?
- 3) Is the requested Cooperating Teacher qualified according to OSU PEU Policy?
- 4) Is there a qualified OSU Supervisor available and close in proximity to conduct supervision?
- 5) What is the candidate's preference?

<http://education.okstate.edu/field-experiences>

(This link includes specific information about Out-of-Area/Out-of-State placements.)

Professionalism Reminders for all experiences:

- 1) Candidates' use of social media must reflect professional and appropriate use of the tools' privacy settings.
- 2) Candidates are first and foremost guests in the cooperating schools and classrooms and should act accordingly. Schools are doing us a favor (sometimes reluctantly), and candidates need to realize the importance of this opportunity and present an attitude of gratitude and humble understanding that they are only seeing a very small "slice of life" at that particular school.
- 3) Most field experience/student teaching courses give candidates the opportunity to discuss experiences in school sites and/or with particular teachers. It is extremely important to maintain confidentiality in these discussions by having candidates select aliases to use during class discussion.
- 4) Dress – professional dress is required when visiting a school as part of an OSU PEU class.
- 5) Punctuality – remind candidates that they must communicate clearly with the Cooperating Teacher, arrive early, stay the entire time specified, and follow the school's procedures for checking in and out.
- 6) Specific tasks the candidate is to complete while in the classroom during a particular experience should be shared with the Cooperating Teacher by the course instructor.
- 7) Maintaining a professional distance from K12 students: candidates may need multiple reminders of appropriate communication and situations with K12 students (Examples: not trading phone numbers or e-mail addresses, not becoming Facebook friends, not engaging in one-on-one tutoring in a private setting, etc.)

We have had schools refuse to take specific candidates after viewing their Facebook and Twitter pages. We have also had candidates fail student teaching for friending and/or following K12 students via social media.

Negative comments candidates have made inevitably make their way back to the school and the PEU offices, reflecting poorly on OSU.

Suggestion: Have your candidates create their own aliases for school and teacher names to use in discussion, and only you and the candidate will know exactly which school/teacher is being discussed.

We have had teachers express that they had no information on what the candidate's purpose for the visit was.

Reminder

Additional Resources/Explanation

<p>Background Checks - Candidates are required to have two different background checks:</p> <ol style="list-style-type: none">1) OSBI name based check - must be complete and on file in the PEU Office prior to a candidate entering the public schools for any field experience; cost is \$17.00 payable with credit card, cash, check, or bursar charge2) Full federal background check - must be completed in order to obtain a teaching certificate; PEU Office facilitates during student teaching and results go directly to SDE; cost of \$58 is payable by check or on-line payment.	<p>Ms. Kathy Boyer, Professional Education Specialist; 405.744-6253 kathy.boyer@okstate.edu</p> <p>Check payable to L-1 Identity Solutions or: http://www.l1enrollment.com/state/?=ok</p>
<p>Portfolios</p> <p>For most programs, Submission II of the Professional Portfolio is due during the field experience course prior to student teaching, and Submission III is due during student teaching. Candidates must take responsibility for attending training, accessing the program's portfolio handbook and/or seeking assistance from our Portfolio Specialist. If the portfolio does not "Meet or Exceed the Standard" and has a "1" or "POI" by the published deadline for that semester, the candidate will lose their upcoming placement or their recommendation for certification will be delayed.</p>	<p>Crystal Barber, Portfolio Specialist 405.744.2247 crystal.barber@okstate.edu http://education.okstate.edu/portfolio</p> <p>Note: We seem to have a lot of students who turn in incomplete work at the last minute relying on a POI. This is no longer tolerated. Suggestion: Add a pass/fail graded item to the course for completion of that portfolio submission.</p>
<p>Field Experience Evaluations</p> <p>Instructors of field experience courses will receive a document with candidate placement and contact information for all Cooperating Teachers at the beginning of the semester. See the link to the OSU PEU Evaluation Instruments for your program's online form. Most programs use this evaluation data for Specialized Program Area (SPA) reports for accreditation purposes. Some also use the data as part of the candidate grade in the course.</p>	<p>OSU PEU Evaluation Instruments http://frontpage.okstate.edu/coe/assessment/peu_online_instruments/ Cooperating Teacher, Principal, and Supervisor Handbook http://education.okstate.edu/images/peu/documents/coop-teach-handbook-12-13.pdf Judy Nalon, Assessment Specialist 405.744.5021 judy.nalon@okstate.edu</p>
<p>Clinical Practice Evaluations</p> <p>You will receive a document with contact information for all Cooperating Teachers and OSU Supervisors as assigned by your Program Coordinator at the beginning of the semester. Communication between the candidate, the OSU Supervisor, and you as instructor should be happening on a WEEKLY basis.</p> <p>Since the Clinical Practice Evaluation is used for NCATE accreditation at the PEU level, our PEU office will e-mail all Cooperating Teachers assigned to student teachers, reminding them to complete the evaluation form(s).</p> <p>NOTE: Certificates of Professional Development (CPDs) are not issued to Cooperating Teachers who do not complete their evaluation by the specified date.</p>	<p>Cooperating Teacher, Principal, and Supervisor Handbook http://education.okstate.edu/images/peu/documents/coop-teach-handbook-12-13.pdf</p> <p>Mr. Harley Justus, Field Exp & Clinical Practice Coordinator 405.744.1088 harley.justus@okstate.edu (Ag, Elem, Early Childhood, Special Ed)</p> <p>Mr. Mark Shelton, Cred. Specialist 405.744.8879 mark.shelton@okstate.edu (Secondary, PE, Music)</p>
<p>All Policies with associated dates of adoption by the Professional Education Council are available on the PEU website. These are in alignment with State laws and guidelines from the Oklahoma Commission for Teacher Preparation and the Oklahoma State Regents for Higher Education.</p>	<p>http://education.okstate.edu/images/peu/documents/pec_policy_statements.pdf</p>
