

Concordia University Texas  
Clinical Teaching  
Fall 2022 – Student Checklist

<b>Timeline and TEA Documentation Needed for Certification</b> <i>Additional assignments listed by due date in BBLearn</i>	<b>Due</b>
<b>Orientation: August 26, 2022</b>	<b>Official Start: 1st day in classroom 8/29</b>
<input type="checkbox"/> Clinical Teaching Information form - Placement 1 <input type="checkbox"/> Placement 1 Context Form <input type="checkbox"/> Verification of Permission to Record Students due <input type="checkbox"/> Letter of Introduction (to students)	<b>Sept. 9</b>
<input type="checkbox"/> Formal Observation #1 ( <b>completed between 8/26 and 9/30</b> ) from <b>Supervisor</b> <input type="checkbox"/> Formal Observations #1 from <b>Cooperating Teacher</b>	<b>Sept. 30</b>
<input type="checkbox"/> Formal Observation #2 from <b>Supervisor (completed between 10/3 and 10/21)</b> <input type="checkbox"/> Formal Observation #2 from <b>Cooperating Teacher</b>	<b>Oct. 21</b>
<input type="checkbox"/> <i>Placement Summary Form for Placement 1 from Univ. Supervisor</i> <input type="checkbox"/> <i>Placement Summary Form for Placement 1 from Coop. Teacher</i> <input type="checkbox"/> <i>Copy of P1 Log (combined DocuSign form with hours and signatures)</i>	<b>Oct. 21</b>
<b>First placement ends Oct 21</b> <b>Second placement begins Oct. 24</b>	
<input type="checkbox"/> <i>Clinical Teaching Information form due - Placement 2 (if 2 placements)</i> <input type="checkbox"/> <i>Placement 2 Context Form (if 2 placements)</i> <input type="checkbox"/> <i>Verification of Permission to Record Student - Placement 2 (if 2 placements)</i> <input type="checkbox"/> <i>Letter of Introduction (to P2 students – if 2 placements)</i>	<b>Oct. 28</b>
<input type="checkbox"/> Formal Observation #3 from <b>Supervisor (completed between 10/24 &amp; 11/18)</b> <input type="checkbox"/> Formal Observation #1 (#3 if one CT) from <b>Cooperating Teacher</b>	<b>Nov. 18</b>
<input type="checkbox"/> Formal Observation #4 from <b>Supervisor (completed between 11/21 &amp; 12/16)</b> <input type="checkbox"/> Formal Observation #2 from (#4 if one CT) <b>Cooperating Teacher</b>	<b>Dec. 16</b>
<input type="checkbox"/> Placement Summary from <b>Supervisor</b> <input type="checkbox"/> Placement Summary from <b>Cooperating Teacher</b> <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 P1 log.	<b>Dec. 16</b>
<b>Last Official Day Dec. 16</b>	

*Italics indicate requirements for students with TWO placements only*

**Clinical Teaching Reminders:**

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 **Google Doc** shared by the clinical teacher with the university supervisor. Coaching comments will be added to the reflections weekly by the supervisor.

Remember to update your clinical teaching log regularly. Days must be at least 7 hours to count toward the required 70 days. Early release days may be counted 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.

**Keep in mind that missing these deadlines, including due dates for weekly reflections, may result in failing the clinical teaching experience.** Just as educators are expected to keep current with paperwork requirements. (e.g. grading, report cards, conference forms, etc.), you will be responsible for submitting this important TEA documentation according to the deadlines. Documents submitted via DocuSign should be completed by the due date but may be uploaded to BBLearn within 48 hours.