

Concordia University Texas
Clinical Teaching
Spring 2023 – Student Checklist

Timeline and TEA Documentation Needed for Certification <i>Additional assignments listed by due date in BBLearn</i>	<i>Date Due in BBLearn</i>
Orientation: 1/6/2023 Official Start: 1st day in classroom 1/9/2023 Complete District PD as required	
<input type="checkbox"/> Clinical Teaching Information form - Placement 1 <input type="checkbox"/> Task 1 Context Form – Description of school and Students due <input type="checkbox"/> Verification of Permission to Record Students due <input type="checkbox"/> Letter of Introduction (to students)	Jan 20
<input type="checkbox"/> Formal Observation #1 (completed between 1/9 and 2/10) from Supervisor <input type="checkbox"/> Formal Observations #1 from Cooperating Teacher	Feb. 10
<input type="checkbox"/> Formal Observation #2 from Supervisor (completed between 2/13 and 2/24) <input type="checkbox"/> Formal Observation #2 from Cooperating Teacher	Feb 24
<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>	Feb 24
<i>First placement ends Feb 24</i> <i>Second Placement starts Feb 27</i>	
<input type="checkbox"/> <i>Clinical Teaching Information form due - Placement 2 (if 2 placements)</i> <input type="checkbox"/> <i>Task 1 Context– Description of school & Students - Placement 2 (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>	<i>March 3</i>
<input type="checkbox"/> Formal Observation #3 from Supervisor (completed between 2/27 & 3/24) <input type="checkbox"/> Formal Observation #1 (#3 if one CT) from Cooperating Teacher	March 24
<input type="checkbox"/> Formal Observation #4 from Supervisor (completed between 3/27 & 4/25) <input type="checkbox"/> Formal Observation #2 from (#4 if one CT) Cooperating Teacher	April 25
<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	April 28
<input type="checkbox"/> P2 Signed Clinical Teaching Log with 70+ days logged when combined with P1	April 28
Last Day of Spring Semester– last day in classroom April 28	

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’.

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.