Concordia University Texas
Clinical Teaching
Fall 2020 – Student Checklist

Timeline and TEA Documentation Needed for Certification	Date Due in BBLearn
Week 1: Start of Clinical Teaching (first day in classroom 8/24)	
□ Copy of your Placement 1 Cooperating Teacher's certification from SBEC	**Aug. 24**
□ Clinical Teaching Information form - Placement 1 □ Task 1 Context Form – Description of school and Students due □ Verification of Permission to Record Students due	**Sept. 4**
□ Formal Observation #1 **(completed between 8/24 and 9/18)** from **Supervisor** □ Formal Observations #1 from **Cooperating Teacher**	**Sept. 21**
□ Formal Observation #2 from **Supervisor (completed between 9/21 and 10/9)** □ Formal Observation #2 from **Cooperating Teacher**	**Oct. 9**
□ *Placement Summary Form for Placement 1 from **Univ. Supervisor*** □ *Placement Summary Form for Placement 1 from **Coop. Teacher***	*Oct. 9*
End of Week 7: First placement ends Oct 9	
Week 8: Start of Second Placement Oct. 12	
□ *Copy of Placement 2 Cooperating Teacher's certification from SBEC* □ *Copy of P1 Log (combined docuSign form with hours and signatures)*	*Oct. 12*
□ *Clinical Teaching Information form due - Placement 2 (if 2 placements)* □ *Task 1 Context– Description of school & Students - Placement 2 (if 2 placements)* □ *Verification of Permission to Record Student - Placement 2 (if 2 placements)*	*Oct. 23*
□ Formal Observation #3 from **Supervisor (completed between 10/12 & 11/6)** □ Formal Observation #1 (#3 if one CT) from **Cooperating Teacher**	**Nov. 9**
□ Formal Observation #4 from **Supervisor (completed between 11/9 & 12/4)** □ Formal Observation #2 from (#4 if one CT) **Cooperating Teacher**	**Dec. 7**
□ Placement Summary from **Supervisor** □ Placement Summary from **Cooperating Teacher**	**Dec. 7**
Transition out and make up missed days December 7-11 □ All Reflections <u>in one PDF document with comments</u> in BBLearn □ P2 Signed Clinical Teaching Log with 70+ days logged when combined with P1 log (turn in when 70 days logged)	**Dec. 11**
Last Day of Fall Semester– last day in classroom if not missing days - Dec. 11	

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 and get it signed every day. Days must be at least 7 hours to count toward the 70 days.

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.

Revised 2020