

Concordia University Texas  
Clinical Teaching  
Spring 2021 – Student Checklist

<b>Timeline and TEA Documentation Needed for Certification</b>	<b>Date Due in BBLearn</b>
<b>Week 1: Start of Clinical Teaching (first day of Class 1/6; PD before if required)</b>	
<input type="checkbox"/> Copy of your Placement 1 Cooperating Teacher’s certification from SBEC	<b>Jan. 6</b>
<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	<b>Jan 15</b>
<input type="checkbox"/> Formal Observation #1 ( <b>completed between 1/6 and 1/29</b> ) from <b>Supervisor</b> <input type="checkbox"/> Formal Observations #1 from <b>Cooperating Teacher</b>	<b>Feb. 1</b>
<input type="checkbox"/> Formal Observation #2 from <b>Supervisor (completed between 2/1 and 2/24)</b> <input type="checkbox"/> Formal Observation #2 from <b>Cooperating Teacher</b>	<b>Feb 26</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>	<b>Feb 26</b>
<b>First placement ends Feb 26</b>	
<b>Second Placement starts March 1</b>	
<input type="checkbox"/> <i>Copy of Placement 2 Cooperating Teacher’s certification from SBEC</i> <input type="checkbox"/> <i>Copy of P1 Log (combined docuSign form with hours and signatures)</i>	<b>March 1</b>
<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 &amp; Students - Placement 2 (if 2 placements)</i> <input type="checkbox"/> <i>Verification of Permission to Record Student - Placement 2 (if 2 placements)</i>	<b>March 12</b>
<input type="checkbox"/> Formal Observation #3 from <b>Supervisor (completed between 3/1 &amp; 3/26)</b> <input type="checkbox"/> Formal Observation #1 (#3 if one CT) from <b>Cooperating Teacher</b>	<b>March 29</b>
<input type="checkbox"/> Formal Observation #4 from <b>Supervisor (completed between 3/29 &amp; 4/16)</b> <input type="checkbox"/> Formal Observation #2 from (#4 if one CT) <b>Cooperating Teacher</b>	<b>April 19</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	<b>April 19</b>
<input type="checkbox"/> P2 Signed Clinical Teaching Log with 70+ days logged when combined with P1 log (turn in when 70 days logged) <input type="checkbox"/> Transition out - No reflection on last week	<b>April 23</b>
<b>Last Day of Spring Semester– last day in classroom April 23</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 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.