

Concordia University Texas
Clinical Teaching
Fall 2021 – Student Checklist

Timeline and TEA Documentation Needed for Certification	Due
Orientation: August 27, 2021	Official Start: 1st day in classroom 8/30
<input type="checkbox"/> Copy of your Placement 1 Cooperating Teacher’s certification from SBEC	Aug. 30
<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	Sept. 10
<input type="checkbox"/> Formal Observation #1 (completed between 8/30 and 9/24) from Supervisor <input type="checkbox"/> Formal Observations #1 from Cooperating Teacher	Sept. 24
<input type="checkbox"/> Formal Observation #2 from Supervisor (completed between 9/27 and 10/22) <input type="checkbox"/> Formal Observation #2 from Cooperating Teacher	Oct. 22
<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>	Oct. 22
End of Week 7: First placement ends Oct 22	
Week 8: Start of Second Placement Oct. 25	
<input type="checkbox"/> Copy of Placement 2 Cooperating Teacher’s certification from SBEC <input type="checkbox"/> Copy of P1 Log (combined DocuSign form with hours and signatures)	Oct. 25
<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>	Nov. 5
<input type="checkbox"/> Formal Observation #3 from Supervisor (completed between 10/25 & 11/12) <input type="checkbox"/> Formal Observation #1 (#3 if one CT) from Cooperating Teacher	Nov. 12
<input type="checkbox"/> Formal Observation #4 from Supervisor (completed between 11/15 & 12/10) <input type="checkbox"/> Formal Observation #2 from (#4 if one CT) Cooperating Teacher	Dec. 10
<input type="checkbox"/> Placement Summary from Supervisor <input type="checkbox"/> Placement Summary from Cooperating Teacher <input type="checkbox"/> All Reflections in one PDF document with comments in BBLearn	Dec. 15
Transition out and make up missed days December 13-17	
<input type="checkbox"/> P2 Signed Clinical Teaching Log with 70+ days logged when combined with P1 log.	Dec. 17
Last Official Day Dec. 17	

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.