

Concordia University Texas
Clinical Teaching
Spring 2022 – Student Checklist

Timeline and TEA Documentation Needed for Certification	Date Due in BBLearn
CT Training: December 16 2021	
Week 1: Start of Clinical Teaching January 10, 2022 (Dist. PD before if required)	
<input type="checkbox"/> Copy of your Placement 1 Cooperating Teacher’s certification from SBEC	Jan. 10
<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	Jan 21
<input type="checkbox"/> Formal Observation #1 (completed between 1/10 and 2/4) from Supervisor <input type="checkbox"/> Formal Observations #1 from Cooperating Teacher	Feb. 4
<input type="checkbox"/> Formal Observation #2 from Supervisor (completed between 2/7 and 2/25) <input type="checkbox"/> Formal Observation #2 from Cooperating Teacher	Feb 25
<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>	Feb 25
<i>First placement ends Feb 25</i>	
<i>Second Placement starts Feb 28</i>	
<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>	<i>Feb 28</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>	<i>March 11</i>
<input type="checkbox"/> Formal Observation #3 from Supervisor (completed between 3/1 & 4/1) <input type="checkbox"/> Formal Observation #1 (#3 if one CT) from Cooperating Teacher	April 1
<input type="checkbox"/> Formal Observation #4 from Supervisor (completed between 4/4 & 4/22) <input type="checkbox"/> Formal Observation #2 from (#4 if one CT) Cooperating Teacher	April 22
<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 27
<input type="checkbox"/> P2 Signed Clinical Teaching Log with 70+ days logged when combined with P1 <input type="checkbox"/> Transition out - No reflection on last week	April 29
Last Day of Spring Semester– last day in classroom April 29	

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.