McLennan Community College’s Alternative Teacher Certification

Clinical Teaching/Student Teaching
**Week 1**

*The Clinical Teacher will:*

- Become aware of the responsibilities, rules, policies and procedures of the classroom.
- Learn student names by making a seating chart.
- Practice effective communication skills with students, mentors, peers, and administrators.
- Observe and shadow responsibilities of Cooperative School Mentor Teachers.
- Assist Cooperative School Mentor Teacher in team teaching when possible.
- Prepare letter of introduction to parents.
- Record telephone numbers and email addresses of Cooperative School Mentor Teacher and Clinical Field Supervisor for notification of any absences.
- Invite Clinical Supervisor to first class session.
- Assume routine duties such as checking attendance, organizing room, making copies, etc.
Select a student to shadow for a day. Visiting all of their classes.
Become involved with the instructional and administrative tasks of a teacher. Ask questions.
Write a weekly reflection of observations made during the week.

**The Cooperative School Mentor Teacher will:**
- Have a place for the Clinical Teacher to work/store materials that does not disturb the class.
- Introduce the Clinical Teacher to class, neighboring teachers, office staff, or other school personnel.
- Provide Clinical Teacher with class rosters, seating charts and textbooks, especially teacher editions.
Give the Clinical Teacher a copy of teacher and student handbooks and code of conduct.
Exchange phone numbers and establish a system for the Clinical Teacher to notify when they will not be present in at school.
Share the TEKS and TAKS objectives that are the basis for classroom lesson planning.
Discuss arrival, lunch, and dismissal times, as well as other issues such as parking places, sign-in procedures.
Set aside time to discuss classroom rules and procedures.
Provide Clinical Teacher with weekly lesson plans and discuss Action Plan.
Include Clinical Teacher in instructional and administrative tasks such as planning, grading, student concerns, parent communication, etc.
The Clinical Field Supervisor will:

- Visit with the Principal of the school to discuss the Clinical Teaching Practicum.

**Week 2**

The Clinical Teacher will:

- Finalize a plan with the Cooperating School Mentor Teacher for classes to be taught.
- Take on the responsibility for leading small groups or teaching at least one or two classes.
- Take active role in teaching small aspects of classes each class period/day.
- Apply classroom rules, procedures, and consequences to students in all classes.
- Begin discussion with Cooperating School Mentor Teacher about topics the Clinical Teacher will teach and the unit that they will develop for clinical teaching.
- Find time for reflective conversations with mentor concerning professional development.
Begin working with teaching team to design lessons, review homework, check attendance, reviewing tests, grading, coping, and assisting students in/out of class.

Observe, analyze, and apply classroom management techniques that minimize discipline problems in classes.

Observe other teachers in same subjects and/or grade levels. Make note of different teaching strategies and classroom climates.

Discuss Texas Code of Ethics with Cooperating Mentor Teacher and how it should apply to professional practice.

Write a weekly reflection of observations made during the week.

*Clinical Teacher starts team teaching with Cooperative School Mentor Teacher.*

**The Cooperative School Mentor Teacher will:**

- Introduce the Clinical Teacher to the Special Education Services Team.
- Discuss modifications of teaching materials and tests with the Clinical Teacher.
Week 4

The Clinical Teacher will:

- Provide a supportive learning environment and effective instruction for all students.
- Continue activities of teaching and professional involvement that promote maximum growth as a teacher.
- Seek feedback from Cooperating School Mentor Teacher on specific presentation skills such as voice, inflection, mannerisms, gestures, facial expressions, and clarity.
- Continue effective management and discipline activities that promote learning in the classroom.
- Develop a test that measures student learning, especially at higher level of cognitive domain.
- Develop an assessment tool designed to measure student achievement on a project, i.e. a rubric.
- Meet with the registrar for an overview of cumulative student folders and their importance.
- Visit the school library to understand resources available to teachers, equipment usage, and computer lab availability.
- Begin to assist with delivering part of class lesson i.e. warm-up, vocabulary, KWL, grading, and assessments.
- Write a weekly reflection of observations made during the week.

*Clinical Teacher is team teaching with Cooperative School Mentor Teacher.*

**The Cooperative School Mentor Teacher will:**
- Begin transitioning the teaching of 1-2 classes to the Clinical Teacher, providing supervision as necessary.
- Provide the Clinical Teacher with feedback on their teaching process.
- Provide the Clinical Teacher with feedback on their management and discipline strategies.
- Have reflective conversations with the Clinical Teacher.
- Participate in a three-way conference/evaluation with Supervisor and Clinical Teacher to discuss Clinical Teacher’s readiness for assuming full time teaching responsibilities for the classroom.

The Clinical Field Supervisor will:
- Conduct *observation #1* of the Clinical Teacher.
- Implement a baseline for additional observations which includes a pre and post conference between the Cooperation School Mentor Teacher Clinical Field Supervisor.
Week 5
The Clinical Teacher will:

- Provide a supportive learning environment and effective instruction for all students.
- Apply Cooperating School Mentor Teacher’s suggestions for improvement to instruction to continually increase instructional effectiveness.
- Continue activities of teaching and professional involvement which promote maximum growth as a teacher.
- Meet with the Language Proficiency Assessment Committees (LPAC) or ESL department for an overview of the policies and procedures involved in working with Limited English Proficient students. One topic of discussion should be the Texas English Language Proficiency Assessment System (TELPAS).
- Continue to assist with delivering of class lesson i.e. warm-up, vocabulary, KWL, grading, and assessments.
- Write a weekly reflection of observations made during the week.
Clinical Teacher is team teaching with Cooperating School Mentor Teacher.

The Cooperating School Mentor Teacher will:
➢ Begin to transition half of their class teaching load to the Clinical Teacher, providing supervision as necessary.
➢ Provide the Clinical Teacher feedback on all aspects of teaching.

The Clinical Field Supervisor will:
➢ Communicate with the Clinical Teacher and Cooperating School Mentor Teacher via email, phone, etc.
Week 6
The Clinical Teacher will:
- Meet with the Special Education Department teacher(s) to discuss modifications and accommodations for students. Discuss how to read an Individualized Education Plan (IEP) and Behavioral Management Plan (BMP).
- Teach all class periods from designing the lesson to delivering it, and assessing the students for understanding.
- Attend grade level/content area meetings.
- Write a weekly reflection of observations made during the week.

*Clinical Teacher assumes full responsibility for the classroom.*

The Cooperating School Mentor Teacher will:
Provide the Clinical Teacher feedback on all aspects of teaching.

The Clinical Field Supervisor will:
Conduct *observation #2* of the Clinical Teacher. Communicate with the Clinical Teacher and Cooperating School Mentor Teacher via email, phone, etc.
Week 7
The Clinical Teacher will:
 Ø Continue to teach all class periods from designing the lesson to delivering it, and assessing the students for understanding.
 Ø Attend grade level/content area meetings.
 Ø Write a weekly reflection of observations made during the week.

*Clinical Teacher assumes full responsibility for the classroom.*

The Cooperating School Mentor Teacher will:
 Ø Provide the Clinical Teacher feedback on all aspects of teaching.

The Clinical Field Supervisor will:
 Communicate with the Clinical Teacher and Cooperating School Mentor Teacher via email, phone, etc.
Week 8

The Clinical Teacher will:
- Write a weekly reflection of observations made during the week.
- Assume full responsibility for the classroom.

Clinical Teacher assumes full responsibility for the classroom.

The Cooperating School Mentor Teacher will:
- Provide the Clinical Teacher feedback on all aspects of teaching.

The Clinical Field Supervisor:
- Communicate with the Clinical Teacher and Cooperating School Mentor Teacher via email, phone, etc.
Week 9

The Clinical Teacher will:
- Attend grade level/content area meetings.
- Write a weekly reflection of observations made during the week. *Clinical Teacher assumes full responsibility for the classroom.*

The Cooperating School Mentor Teacher will:
- Provide the Clinical Teacher feedback on all aspects of teaching.

The Clinical Field Supervisor will:
- Conduct *observation #3* of the Clinical Teacher. May include Mid-Term Evaluation. Any concerns about teaching, school policies and procedures, etc. can be voiced at this meeting.
- Review Action Plan to see if specific items have been followed. Make any changes, create an Intervention Plan if necessary.
- Communicate with the Clinical Teacher and Cooperating School Mentor Teacher via email, phone, etc.
Week 10

The Clinical Teacher will:
- Attend grade level/content area meetings.
- Write a weekly reflection of observations made during the week.

Clinical Teacher assumes full responsibility for the classroom.

The Cooperating School Mentor Teacher will:
- Provide the Clinical Teacher feedback on all aspects of teaching.

The Clinical Field Supervisor will:
- Communicate with the Clinical Teacher and Cooperating School Mentor Teacher via email, phone, etc.
Week 11

The Clinical Teacher will:
- Observe and critique peer teachers.
- Complete planned observations.
- Assist the Cooperating Mentor Teacher.
- Write a weekly reflection of observations made during the week.

*Clinical Teacher gradually returns full responsibility for the classroom to the supervising teacher.*

The Cooperating School Mentor Teacher will:
- Provide the Clinical Teacher feedback on all aspects of teaching.
- Begin assuming full responsibility of the classroom.
- Schedule reflective discussions with the Clinical Teacher.

The Clinical Field Supervisor will:
- Conduct *Observation #4* of the Clinical Teacher.
- Communicate with the Clinical Teacher and Cooperating School Mentor Teacher via email, phone, etc.
Week 12

The Clinical Teacher will:
- Write a weekly reflection of observations during the week.
- Compile all documents for Professional Portfolio.
- Begin to relinquish classroom duties back to the Mentor Teacher.

The Cooperating School Mentor Teacher will:
- Schedule reflective discussions with the Clinical Teacher.
- Complete all evaluation forms for the Clinical Teacher for submission to MCC’s Alternative Teacher Certification.

The Clinical Field Supervisor will:
- Complete all documentation for the Clinical Teacher.
- Conference with the Cooperating School Mentor Teacher and the Principal regarding the Clinical Teacher.
- Make any recommendations for standard certification.
Post Clinical Teaching Training
- Review completed the Professional Portfolio with Cooperating School Mentor Teacher and Clinical Field Supervisor.
- Final Recommendation for Standard Certification from Principal, Cooperating School Mentor Teacher, and Clinical Field Supervisor.
- Final assessments
- Finalize program requirements for full recommendation of Standard Certification. Apply for Standard Certificate
- Complete Exit surveys with Alternative Teacher Certification Program Director.