



**McLennan Community College's
Alternative Teacher Certification**

**Clinical Teaching/
Student Teaching**

Weeks 1 – 2:

The Clinical Teacher is beginning to team teach with the Cooperating School Mentor Teacher.

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 Cooperating School Mentor Teachers.
- Begin to assist Cooperating School Mentor Teacher in team teaching or small group instruction in 1-2 classes.
- Assume routine duties such as checking attendance, organizing room, making copies, etc.

Weeks 1 – 2:

The Clinical Teacher is beginning to team teach with the Cooperating School Mentor Teacher.

The Clinical Teacher will: (continued...)

- **Develop a plan with the Cooperating School Mentor Teacher and grade level teaching team for classes, topics, and units to be taught during the 14 weeks.**
- **Schedule time for reflective conversations with mentor.**
- **Observe, analyze, and apply classroom management techniques that minimize discipline problems in classes.**
- **Discuss Educator's Code of Ethics with Cooperating Mentor Teacher and how it applies to professional practices of teachers.**
- **Write a weekly reflection of observations made during the week.**

Weeks 1 - 2:

The Clinical Teacher is beginning to team teach with the Cooperating School Mentor Teacher.

The Cooperating 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 resource materials such as textbooks.
- 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.
- Set aside time to discuss classroom rules and procedures.
- Share the TEKS and STAAR objectives that are the basis for classroom lesson planning.

Weeks 1 - 2:

The Clinical Teacher is beginning to team teach with the Cooperating School Mentor Teacher.

The Cooperating School Mentor Teacher will: (continued...)

- Discuss arrival, lunch, and dismissal times, as well as other topics such as parking places.
- Provide Clinical Teacher with weekly lesson plans.
- Include Clinical Teacher in instructional and administrative tasks such as planning, grading, student concerns, parent communication, etc.
- Introduce the Clinical Teacher to the Special Education Services Team.
- Discuss modifications of teaching materials and tests with the Clinical Teacher.

The Clinical Field Supervisor will:

- Visit with the Principal of the school and the Cooperating School Mentor Teacher to discuss the Clinical Teaching Practicum.

Weeks 3 – 5:

Clinical Teacher is team teaching with Cooperating School Mentor Teacher.

The Clinical Teacher will:

- Seek feedback from Cooperating School Mentor Teacher on presentation and communication skills.
- Develop a test including items at higher levels of thinking.
- Develop a rubric or checklist designed to assess student learning on a project or open-ended assignment.
- Visit the school library to understand resources available to teachers, equipment usage, and/or computer lab availability.
- Assist with delivering parts of class lessons such as warm-up, vocabulary, KWL, grading, and assessments.
- Write a weekly reflection of observations made during the week.
- Meet with a member of the LPAC to discuss policies and procedures for working with English Language Learners, including TELPAS, ELPS, and instructional strategies.

Weeks 3 – 5:

Clinical Teacher is team teaching with Cooperating School Mentor Teacher.

The Cooperating School Mentor Teacher will:

- Begin gradually transitioning the teaching of classes to the Clinical Teacher, providing support as necessary.
- Provide the Clinical Teacher with feedback on their teaching process, management and discipline strategies.
- Have reflective conversations with the Clinical Teacher.
- Participate in a three-way conference/evaluation with Field Supervisor and Clinical Teacher to discuss Clinical Teacher's readiness for assuming all teaching responsibilities for the classroom.

The Clinical Field Supervisor will:

- Conduct ***observation #1*** of the Clinical Teacher.
- Conduct a Pre and Post Conference with the Clinical Teacher and Cooperating School Mentor Teacher.

Weeks 6 – 7:

Clinical Teacher transitions toward full responsibility for the classroom.

The Clinical Teacher will:

- Meet with a Special Education teacher to discuss modifications and accommodations for students.
- Move gradually from team teaching to teaching 1-2 class periods independently to teaching all class periods, including planning, delivery and assessment.
- Attend grade level/content area meetings.
- Write a weekly reflection.

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.

Weeks 8 - 10:

Clinical Teacher assumes full responsibility for the classroom.

The Clinical Teacher will:

- Teach from designing the lesson to delivering it and assessing the students for understanding.
- Attend grade level/content area meetings.
- Write a weekly reflection.

The Cooperating School Mentor Teacher will:

- Provide the Clinical Teacher feedback on all aspects of teaching.
- Continue to support and encourage the Clinical Teacher in all aspects of teaching.
- Collaboratively plan with the Clinical Teacher for lessons to be delivered each day.

Weeks 8 - 10:

Clinical Teacher assumes full responsibility for the classroom.

The Clinical Field Supervisor will:

- Communicate with the Clinical Teacher and Cooperating School Mentor Teacher via email, phone, etc.
- Conduct ***Observation #2*** of the Clinical Teacher as well as the Pre-Conference and Post-Conference with Clinical Teacher and Cooperating School Mentor Teacher. Any concerns about teaching, school policies and procedures, etc. can be voiced at this meeting.
- Create an Intervention Plan if necessary, with input from Clinical Teacher, Cooperating School Mentor, and Campus Principal.

Weeks 11 - 14

The Clinical Teacher will:

- Observe other teachers in same subjects and/or grade levels. Make note of different teaching strategies and classroom climates.
- Compile all documents for Professional Portfolio.
- Gradually relinquish classroom duties back to the Cooperating School Mentor Teacher.

The Cooperating School Mentor Teacher will:

- Schedule reflective discussions with the Clinical Teacher.
- Complete evaluation forms for the Clinical Teacher for submission to MCC's Alternative Teacher Certification.

The Clinical Field Supervisor will:

- Conduct *Observation #3* of the Clinical Teacher.
- Complete all documentation for the Clinical Teacher.
- Conference with the Cooperating School Mentor Teacher and the Principal regarding the Clinical Teacher and recommendation for standard certification.