Timeline Chart with Responsibilities at a Glance

For Clinical Teachers, this is a suggested timeline, and responsibilities should be considered in discussion with cooperating teacher.

Week 1 – 3

Clinical Teacher Responsibilities	Field Supervisor Responsibilities	Cooperating Teacher Responsibilities
• Observe • Tutor • Assist cooperating teacher with Instructional preparation and delivery • Team-teach • Reinforce and support cooperating teacher classroom management system • **Teach a minimum of 1 subjects/areas/periods*** **Assessments and Documentation Due:** • Clinical Teacher Information Sheet • Complete Teaching Beliefs and Mindset Survey • Submit weekly attendance to cooperating teacher • Lesson Plan 1 due • Complete first teaching observation	• Oversee clinical teacher attendance and performance • Maintain communication with clinical teacher and cooperating teacher • Will conduct scheduled observation/evaluation of clinical teacher **Documentation Due:** • 3 Way Conference • Collect Clinical Teacher Information form and Cooperating Teacher Application with Evidence • Observation #1	• Sign clinical teacher Attendance Report weekly • Acquaint clinical teacher with scope and sequence of curriculum for semester • Acquaint clinical teacher with lesson planning and curricular goal-setting • Allow clinical teacher to tutor and team-teach • Allow clinical teacher to work with small groups • **Allow clinical teacher teach a minimum of 1 subjects/areas/ periods*** • Assist clinical teacher in lesson planning for scheduled observation **Documentation Due:** • Cooperating Teacher Application with Evidence • Cooperating Teacher Training • Sign Observation #1 and 3- Way Conference

** For students in All Levels program assigned two placements:
Week 1: Observe; **Week 2:** Teach a minimum of 1 period; **Week 3:** Teach a minimum of 2 period

Week 4 – 6

Clinical Teacher Responsibilities	Field Supervisor Responsibilities	Cooperating Teacher Responsibilities
• Tutor • Assist cooperating teacher with instructional preparation and delivery • Team-teach • **Teach a minimum of 2 subjects/areas/periods*** • Reinforce and support cooperating teacher's classroom management system **Assessments and Documentation Due:** • Submit weekly attendance to cooperating teacher • Lesson Plan 2 due • Complete 2nd teaching observation • TWS Standard 1 • TWS Standard 2	• Oversee clinical teacher attendance and performance • Maintain communication with clinical teacher and cooperating teacher • Will conduct scheduled observation/evaluation of clinical teacher **Documentation Due:** • Observation #2	• Sign clinical teacher Attendance Report weekly • Acquaint clinical teacher with scope and sequence of curriculum for semester • Acquaint clinical teacher with lesson planning and curricular goal-setting • Allow clinical teacher to tutor, work with small group, and team-teach • **Allow clinical teacher to teach a minimum of 2 subjects/areas/ periods*** • Assist clinical teacher in lesson planning for scheduled observation **Documentation Due:** • Observation #1

** For students in All Levels program assigned two placements:

- **Week 4-5:** Teach a minimum of 3 periods;
- **Week 6-7:** Teach all period

Week 7 – 10

Clinical Teacher Responsibilities	Field Supervisor Responsibilities	Cooperating Teacher Responsibilities
• Team-teach • Assist cooperating teacher with instructional preparation and delivery • Provide small group instruction • **Teach a minimum of 3 subjects/areas/periods*** • Reinforce and support cooperating teacher's classroom management system **Assessments and Documentation Due:** • Submit weekly attendance to cooperating teacher • Lesson Plan 3 due • Complete 3nd teaching observation • TWS Standard 3 • TWS Standard 4 • TWS Standard 5 • TWS Standard 6	• Oversee clinical teacher attendance and performance • Maintain communication with clinical teacher and cooperating teacher • Will conduct scheduled observation/evaluation of clinical teacher **Documentation Due:** • Observation #3 For students in all levels program with two placements: • Collect Cooperating Teacher Application with Evidence	• Sign clinical teacher Attendance Report weekly • Acquaint clinical teacher with scope and sequence of curriculum for semester • Acquaint clinical teacher with lesson planning and curricular goal-setting • Allow clinical teacher to tutor, work with small group, and team-teach • **Allow clinical teacher to teach a minimum of 2 subjects/areas/periods*** • Assist clinical teacher in lesson planning for scheduled observation **Documentation Due:** • Sign Observation #3 *Only first placement cooperating teacher (All Levels program) please complete recommendation and PDI

** For students in All Levels program assigned two placements:

- **Week 6-7:** Teach all periods
- **Week 8:** Observe in your second placement and collect Cooperating Teacher Application with evidence
- **Week 9-10:** Teach 2 periods

Week 11 – 15

Clinical Teacher Responsibilities	Field Supervisor Responsibilities	Cooperating Teacher Responsibilities
• Assist Cooperating teacher with instructional preparation and delivery • **Will teach all subjects/areas/periods for full time responsibility (For at least 1 week period)** • Reinforce and support cooperating teacher's classroom management system **Assessments and Documentation Due:** • Submit weekly attendance to cooperating teacher • Lesson Plan 4 due • Complete 4th teaching observation • TWS 7 • Final TWS Due	• Oversee clinical teacher attendance and performance • Maintain communication with clinical teacher and cooperating teacher • Will conduct scheduled observation/evaluation of clinical teacher **Documentation Due:** • Observation #4 • 3-Way Conference • Recommendation	• Sign clinical teacher Attendance Report • **Allow clinical teacher to teach all subjects/areas/periods for full time responsibility (For at least 1 week period)*** • Assist clinical teacher in lesson planning for scheduled observation **Documentation Due:** • Second Observation of Cooperating Teacher • Recommendation and PDI

*** For students in All Levels program assigned two placements:

- **Week 11-12:** Teach 2 periods
- **Week 13-15:** Teach all periods