

**Recommended Timeline for Supervision and Evaluation**  
10 week Primary Grades Clinical Experience  
ECE Licensure Students

<b>Week</b>	<b>Clinical Educator</b>	<b>Intern</b>	<b>University Liaison</b>
<b>1</b>	<ul style="list-style-type: none"> <li>Share daily routines and review expectations with intern</li> <li>Share contact information</li> <li>Communicate areas of concern with the University Liaison</li> </ul>	<ul style="list-style-type: none"> <li>Become familiar with daily routines and review expectations with clinical educator and liaison</li> <li>Share contact information</li> <li>Become familiar with instructional materials used in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>Conduct a drop-in visit to make introductions and answer questions</li> <li>Review Expectations with interns</li> <li>Be available by phone or email for questions and concerns</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>Review Assessment Tool with Intern</li> <li>Co-teach selected lessons with intern</li> <li>Communicate areas of concern with the University Liaison</li> </ul>	<ul style="list-style-type: none"> <li>Review Assessment Tool with clinical educator</li> <li>Know all student names</li> <li>Become familiar with individual children and family culture</li> <li>Co-teach selected lessons with clinical educator</li> <li>Intern teaches selected lessons using clinical educator's plans</li> <li>Reflect on practice</li> <li>Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday</li> </ul>	<p align="center">Weeks 2 through 9</p> <ul style="list-style-type: none"> <li>Be available by phone or email for questions and concerns</li> <li>Develop intervention plans for the intern in conjunction with the clinical educator when warranted</li> <li>Conduct at least 2 classroom visits during which you observe a lesson and complete an ECE Lesson Feedback form to be reviewed with the intern and the clinical educator.</li> <li>Review the Assessment Tool completed by the clinical educator.</li> <li>Make midterm contact to review summative evaluation and assist clinical educator in developing an intervention plan for any scores of 1.</li> <li>Communicate areas of concern with the program coordinator</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>Add evidence to the Assessment Tool and review with Intern</li> <li>Communicate areas of concern with the University Liaison</li> <li>Provide input for planning and review lesson plans for the following week</li> </ul>	<ul style="list-style-type: none"> <li>Intern is responsible for planning and teaching 1 subject area</li> <li>Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday</li> </ul>	
<b>4</b>	<ul style="list-style-type: none"> <li>Observe Lesson and complete ECE Lesson Feedback Form and review with intern</li> <li>Communicate areas of concern with the University Liaison</li> <li>Provide input for planning and review lesson plans for the following week</li> </ul>	<ul style="list-style-type: none"> <li>Intern is responsible for planning and teaching 2 subject areas</li> <li>Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday</li> </ul>	<p>Undergraduate students: Dr. Joni Baldwin 229-3032</p> <p>Graduate students: Dr. Shauna Adams 229-3372</p>

<p><b>5</b></p>	<ul style="list-style-type: none"> <li>• Add evidence to the Assessment Tool and review with Intern</li> <li>• Communicate areas of concern with the University Liaison</li> <li>• Provide input for planning and review lesson plans for the following week</li> </ul>	<ul style="list-style-type: none"> <li>• Intern is responsible for planning and teaching 4 subject areas</li> <li>• Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday</li> </ul>	
<p><b>6</b></p>	<ul style="list-style-type: none"> <li>• Complete Midterm Summative Assessment Tool and review with the intern</li> <li>• Work with Liaison to develop an intervention plan for any scores of 1 on the Assessment Tools</li> <li>• Provide input for planning and review lesson plans for the following week</li> </ul>	<ul style="list-style-type: none"> <li>• Intern is responsible for planning and teaching all subject areas</li> <li>• Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday</li> </ul>	
<p><b>7</b></p>	<ul style="list-style-type: none"> <li>• Observe lesson and complete ECE Lesson Feedback Form and review with intern</li> <li>• Communicate areas of concern with the University Liaison</li> <li>• Provide input for planning and review lesson plans for the following week</li> </ul>	<ul style="list-style-type: none"> <li>• Intern is responsible for planning and teaching all subject areas</li> <li>• Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday</li> </ul>	
<p><b>8</b></p>	<ul style="list-style-type: none"> <li>• Add evidence to the Assessment Tool and review with Intern</li> <li>• Communicate areas of concern with the University Liaison</li> <li>• Provide input for planning and review lesson plans for the following week</li> </ul>	<ul style="list-style-type: none"> <li>• Intern is responsible for planning and teaching all subject areas</li> <li>• Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday</li> </ul>	
<p><b>9</b></p>	<ul style="list-style-type: none"> <li>• Observe lesson and complete ECE Lesson Feedback Form and review with intern</li> <li>• Communicate areas of concern with the University Liaison</li> <li>• Provide input for planning and review lesson plans for the following week</li> </ul>	<ul style="list-style-type: none"> <li>• Intern is responsible for planning and teaching all subject areas</li> <li>• Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday</li> </ul>	

<b>10</b>	<ul style="list-style-type: none"><li>• Add evidence to the Assessment Tool and review with Intern</li><li>• Complete the final score (1,2, or 3) for each standard on the Assessment Tool</li><li>• Communicate unrectified areas of concern with the University Liaison</li><li>• Complete a letter of Recommendation for the intern that reflects the assessment data collected</li><li>• Submit Assessment Tool, Lesson Feedback Forms, Areas of Concern documentation if any and letter of recommendation to the University liaison</li></ul>	<ul style="list-style-type: none"><li>• Teaching duties are gradually transitioned back to the clinical educator</li><li>• Have all grading completed and recorded</li><li>• Return all materials borrowed from clinical educator and/or school</li></ul>	<ul style="list-style-type: none"><li>• Confer with Clinical Educator on Assessment Tool and grade</li><li>• Pick up letter of recommendation and all documentation from clinical educator and submit to the Educational Field Office</li><li>• Turn in mileage form</li><li>• Submit grade</li></ul>
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**TYPICAL WEEKLY SCHEDULE**

1. Use the form below to indicate when subjects will be taught. Include lunch, recess, and specials. Highlight the best times to be observed.

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>

2. Indicate any special events, programs, or part or full days when school will not be in session: (missed days will need to be made up).



**ECE Learning Experience Template**  
page 2

**Reflection:**

**ECE LESSON FEEDBACK FORM**  
Completed during observations of lessons

Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Lesson Title: \_\_\_\_\_

Lesson Plan:  Was submitted to the clinical educator in advance.

Included appropriate instructional objectives

Was aligned to content standard/s

Included assessment strategies that adequately assessed the instructional objectives

Accommodated students with special learning needs and English language learners

**Evaluation of the lesson:** (Describe the following- Preparedness, appropriateness, creativity, organization, clarity, accuracy, rapport and classroom management, and appropriateness for the age, individual students and culture. Continue on the reverse as needed)

\_\_\_\_\_ Candidate is progressing as expected

\_\_\_\_\_ Concerns about progress exist and are documented on a concerns form

Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

Observer: \_\_\_\_\_

Date: \_\_\_\_\_