

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

Week	Clinical Educator	Intern	University Liaison
1	<ul style="list-style-type: none"> • Share daily routines and review expectations with intern • Share contact information • Communicate areas of concern with the University Liaison • Review Assessment Tool with Intern • Co-teach selected lessons with intern • Communicate areas of concern with the University Liaison 	<ul style="list-style-type: none"> • Become familiar with daily routines and review expectations with clinical educator and liaison • Share contact information • Become familiar with instructional materials used in the classroom • Review Assessment Tool with clinical educator • Know all student names • Become familiar with individual children and family culture • Co-teach selected lessons with clinical educator • Intern teaches selected lessons using clinical educator's plans • Reflect on practice • Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday 	<ul style="list-style-type: none"> • Conduct a drop-in visit to make introductions and answer questions • Review Expectations with interns • Be available by phone or email for questions and concerns
2	<ul style="list-style-type: none"> • Add evidence to the Assessment Tool and review with Intern • Communicate areas of concern with the University Liaison • Provide input for planning and review lesson plans for the following week 	<ul style="list-style-type: none"> • Intern is responsible for planning and teaching 1 subject area • Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday 	<p>Weeks 2 through 6</p> <ul style="list-style-type: none"> • Be available by phone or email for questions and concerns • Develop intervention plans for the intern in conjunction with the clinical educator when warranted • 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. • Review the Assessment Tool completed by the clinical educator.
3	<ul style="list-style-type: none"> • Observe Lesson and complete ECE Lesson Feedback Form and review with intern • Communicate areas of concern with the University Liaison • Provide input for planning and review lesson plans for the following week 	<ul style="list-style-type: none"> • Intern is responsible for planning and teaching 3 subject areas • Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday 	

<p>4</p>	<ul style="list-style-type: none"> • Add evidence to the Assessment Tool and review with Intern • Complete Midterm Summative Assessment Tool and review with the intern • Work with Liaison to develop an intervention plan for any scores of 1 on the Assessment Tools • Provide input for planning and review lesson plans for the following week 	<ul style="list-style-type: none"> • Intern is responsible for planning and teaching 4 subject areas • Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday 	<ul style="list-style-type: none"> • Make midterm contact to review summative evaluation and assist clinical educator in developing an intervention plan for any scores of 1. • Communicate areas of concern with the program coordinator <p>Undergraduate students: Dr. Joni Baldwin 229-3032</p>
<p>5</p>	<ul style="list-style-type: none"> • Observe lesson and complete ECE Lesson Feedback Form and review with intern • Communicate areas of concern with the University Liaison • Provide input for planning and review lesson plans for the following week 	<ul style="list-style-type: none"> • Intern is responsible for planning and teaching all subject areas • Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday 	<p>Graduate students: Dr. Shauna Adams 229-3372</p>
<p>6</p>	<ul style="list-style-type: none"> • Add evidence to the Assessment Tool and review with Intern • Communicate areas of concern with the University Liaison • Provide input for planning and review lesson plans for the following week 	<ul style="list-style-type: none"> • Intern is responsible for planning and teaching all subject areas • Intern incorporates clinical educator's input and submits plans for the following week's lessons by the beginning of the day on Friday 	
<p>7</p>	<ul style="list-style-type: none"> • Add evidence to the Assessment Tool and review with Intern • Complete the final score (1,2, or 3) for each standard on the Assessment Tool • Communicate unrectified areas of concern with the University Liaison • Complete a letter of Recommendation for the intern that reflects the assessment data collected • Submit Assessment Tool, Lesson Feedback Forms, Areas of Concern documentation if any and letter of recommendation to the University liaison 	<ul style="list-style-type: none"> • Teaching duties are gradually transitioned back to the clinical educator • Have all grading completed and recorded • Return all materials borrowed from clinical educator and/or school 	<ul style="list-style-type: none"> • Confer with Clinical Educator on Assessment Tool and grade • Pick up letter of recommendation and all documentation from clinical educator and submit to the Educational Field Office • Turn in mileage form • Submit grade

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.

Time	Monday	Tuesday	Wednesday	Thursday	Friday

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: _____