Guidelines for Early Clinical Experiences

If at any time there is an infraction of these procedures, Concord Education Department reserves the right to suspend or terminate the candidate’s placement. Severe or repeated infractions may include course failure and/or termination from the program. The EDA process will be followed when a concern occurs.

Clinical Experience Requests & Placement Requirements

- Concord University teacher candidates must submit an Early Field Experience Request form at the beginning of each semester for all courses that require a clinical experience. The Department of Education will then contact schools on the candidate’s behalf. Once placement is confirmed, and all additional country specific requirements have been met (see page 27 of Department of Education Field Placement Handbook), the student will be notified of their placement via LiveText. Teacher Candidates are not permitted contact schools and/or mentors to arrange their own clinical experiences!

- Concord University teacher candidates must be placed in a classroom with a teacher licensed in the content specialization (exception, Education 210) and grade level for which the teacher candidate is seeking licensure. The cooperating teacher must have a total of at least three years of successful teaching experience (5 years for Year-long Residency placements). In addition, cooperating teachers must have at least one year of successful teaching experience at their current location as follows:
  1. in the grade level for preschool through sixth grade;
  2. in the content specialization and developmental level for grades 5-12; and
  3. in the elementary or secondary level and content specialization for K-12 programs.

- Cooperating teachers work with only one teacher candidate at any specific time. A cooperating teacher may have more than one candidate as long as the candidates are not assigned at the same time within the classroom.

- Concord teacher candidates are not licensed teachers; therefore, they must at all times work under the direct supervision of the assigned cooperating teacher(s).

- Concord teacher candidates are instructed to participate no more than one complete morning or afternoon per day. However, candidates may participate for one full school day to experience the scope of any entire day’s schedule.

- Concord teacher candidates are required to complete a Background Check through Castle Branch yearly. Candidates not enrolled in their first Concord Education course are permitted to begin placement with the understanding that their placement will be immediately suspended and/or terminated following unsatisfactory background check results reviewed by the Admission, Retention and Dismissal (ARD) Committee. CU students who are enrolled in their first Concord Education course are not permitted to begin placement until results are received, and reviewed by the ARD Committee if necessary.

Cooperating Teacher Responsibilities

- The cooperating teacher is to provide appropriate instructional activities and direct supervision at all times for the assigned teacher candidate.

- The cooperating teacher is to monitor attendance and performance of the assigned candidate(s). If the cooperating teacher has a question, comment or concern in relation to the assigned candidate(s) or the early clinical placement process, the teacher may contact Mrs. Alison Conner (Department of Education Operations Coordinator) at 304-384-5252, or amconner@concord.edu.

- The cooperating teacher is to complete the required candidate evaluation(s). Cooperating Teachers use LiveText for reviewing and completing early clinical experience evaluations. Cooperating Teacher accounts are automatically generated by LiveText, and an email notification is sent containing to the cooperating teacher informing them of an active early clinical experience, and LiveText account credentials.

- Teaching candidates are instructed to contact their cooperating teacher within one week of receiving their placement via LiveText to arrange a day and time to report for their first visit. Upon the candidate’s first visit, the cooperating teacher needs to approve a mutually agreeable visitation schedule. The candidate and mentor must complete the Early Clinical Experience Contract (provided by candidate) within 2 weeks of the first meeting. If a candidate fails to contact the cooperating teacher within a reasonable amount of time, the cooperating teacher should contact Mrs. Conner.

- Irregular attendance and inferior performance by candidates must be reported to Mrs. Conner as soon as the problem becomes evident.

Student Responsibilities

- Candidates must contact their cooperating teacher within one week of their placement being activate in LiveText to arrange a day and time to report for their first visit. Candidates will receive email notification informing them of placement activation. The candidate must complete the Early Clinical Experience Contract within 3 weeks of placement activation, and attach it to their field experience in LiveText. If a candidate fails to contact the cooperating teacher within a reasonable amount of time, the cooperating teacher will contact Mrs. Alison Conner. Mrs. Conner will then notify the candidate’s professor of the situation and appropriate action will be taken.

- Candidates must present the early clinical experience material listed below to the cooperating teacher upon their first visit to the teacher’s classroom and discuss their clinical requirements. Candidates are to inform their cooperating teacher of all policies/rules of Early Clinical Experiences outlined in the Department of Education Field Placement Handbook.
  2. Guidelines for Clinical Experience (page 23 Department of Education Field Placement Handbook)
  3. LiveText Instructions for Mentor Teachers (page 121 Department of Education Field Placement Handbook)

- If a candidate must be absent from their scheduled field placement, it is their responsibility to contact their host teacher and college professor immediately. Failure to do so may result in course penalties.

- Candidates must take an active role in their Early Clinical Experience(s); this includes Clinical Experience I (observation).

- Candidates are to follow visitor rules and report to the school’s office before going to their assigned locations. Candidates are to sign-in/out for every visit to their placement school. Candidates are responsible for following this procedure.

- Candidates must inform Mrs. Conner if there is an expectation of the cooperating teacher being absent for an extended time period. If this is the case, the candidate may need to be re-assigned to a different cooperating teacher for the remainder of their placement.

Expectations and Attendance for Early Field Experiences

Students who are completing an early clinical experience must adhere to the policies/procedures of their host school at all times. Students are required to:

- Wear identification badges
- Dress in modest, professional attire
- Engage in classroom activities
- Check-in at office when arriving and leaving
- Park in permitted areas only
- Maintain good personal hygiene
- Refrain from use of cell phones and other electronic devices which are not used for instructional purposes while in the school
- Communicate effectively while in the classroom (i.e. introduce yourself, greet teacher and students upon entering the room)
- Be respectful and courteous at all times in attitude, words, and actions
- Demonstrate safety procedures & common sense at all times
- Respond to students in an appropriate and professional manner