DEPARTMENT OF EDUCATION

MAT CLINICAL EXPERIENCE EXPECTATIONS & REQUIREMENTS

Concord University has established multiple levels of clinical experiences, and built evaluations upon level expectations. All evaluations follow the same set of InTASC standards, which will allow analysis of students' growth as they progress through the various levels.

CLINICAL LEVEL I (8 hours each)	CLINICAL LEVEL II (8 hours)	CLINICAL LEVEL III (~500 hours)
EDUC 505, 516, 555 and SPED 501	**SPED 509**	**EDUC 556 STUDENT TEACHING**
• Assist teacher • Participate in classroom activities o Monitor o Facilitate o Assist individual students o Work with small groups of students • Create two detailed lesson plans for two in-depth lessons using the TPA template • You are creating 2 lesson plans, but you are only required to teach one lesson o 20-40 minutes o Small group or whole group o Engaging activities o Utilizing technology • Clinical I – Attend: o Parent conference: EDUC 555 o Attend one county or state board of education meeting (recommended)	• Assist teacher • Participate in classroom activities o Monitor o Facilitate o Assist individual students o Work with small groups of students • Create three detailed lesson plans for three in-depth lessons using the TPA template • You are creating 3 lesson plans, but you are only required to teach two lessons o 20-40 minutes o Small group or whole group o Engaging activities o Utilizing technology • Clinical II - Attend at least one of the following: SAT or IEP or 504 meeting	Resident Expectations: • Lead Instruction: Take full responsibility for planning and delivering lessons across all subject areas. • Manage the Classroom: Implement effective classroom management strategies and foster a positive learning environment. • Assess Student Learning: Use formative and summative assessments to track student progress and adjust instruction. • Reflect and Improve: Continuously evaluate teaching practices and seek feedback for growth. • Assignments Completed: Complete all required assignments and documentation including a completed/passing TPA.
Clinical experience candidates are required to keep an accurate, up-to date, detailed time-log in Watermark. Candidates must note in their time-log entries when the activities listed above are completed		

MAT Clinical Experience Guidelines & Expectations

Concord University's Education Department reserves the right to suspend or terminate the candidate's placement if any aspect of their performance, professional behavior, or ethical behavior is deemed unsatisfactory by any party, or if there is an infraction of these procedures. Severe or repeated infractions may include course failure and/or termination from the program. The EDA process will be followed when a concern occurs.

Cooperating Mentor Responsibilities

- The cooperating mentor is to provide appropriate instructional activities and direct supervision the assigned candidate.
- The cooperating mentor is to monitor attendance and performance of the assigned candidate(s). If the cooperating mentor has a question, comment or concern in relation to the assigned candidate(s) or the clinical process, they may contact the CU Department of Education Operations Coordinator or Director of Clinical Experience.
- The cooperating mentor is to complete short video training on required evaluation(s) to ensure appropriate implementation and scoring of instruments. The cooperating mentor must complete the required evaluation(s) via Watermark.
- Irregular attendance and inferior performance by candidates must be reported to the CU Department of Education Operations Coordinator.as soon as the problem becomes evident

Student Professional Expectations and Attendance for Early Clinical Experiences

Students who are completing a 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
- Demonstrate safety procedures & common sense
- Respond to students in an appropriate and professional manner
- Refrain from interactions with students that could be deemed/viewed/mistaken as harassment, unethical behavior, discrimination, or would warrant mandated reporter referral.
- Maintain a professional student-teacher relationship at all times. You must be viewed as the "teacher," not as a fellow student/friend.
- Communicate effectively while in the classroom (introduce yourself, greet teacher & students upon entering room)
- Be respectful and courteous at all times in attitude, words, and action

Student Responsibilities

- Candidates must submit an 'Early Clinical Experience Request form' by the first Friday of the semester. The CU Department of Education will then contact requested schools on the candidate's behalf. Candidates are NOT permitted to contact schools, principals or mentors to arrange their own clinical experiences. This is to ensure that clinical experiences meet federal, state and CU licensure policies and requirements.
- Candidates are responsible for meeting any special requirements (i.e. background checks, drug tests, health/safety precautions, etc.) of the school and/or county where the experience will be completed, prior to the start of placement.
- Once placement is confirmed, an email will be sent from Watermark to the candidate's email address with placement information (school, grade/content and mentor teacher). Candidates should check their MycU email account (may end up in spam/junk).
- After receiving the confirmation email from Watermark that a placement is active, candidates are responsible for contacting the mentor teacher to establish a visitation schedule. Candidates must complete the 'Early Clinical Experience Contract' in Watermark.
- Candidates are responsible for ensuring that all required evaluations/assessments are submitted by the mentor via Watermark, and that their Time-log has been approved by their mentor in Watermark.
- Candidates must report to the school's office prior to going to their assigned locations each time they visit the school, and complete the visitor sign-in/out log for every visit.
- Candidates must contact the appropriate school personnel and mentor in advance, to notify them of an absence. Failure to maintain a consistent attendance at placement, or failure to notify the appropriate personnel can result in cancelation of the clinical experience.
- Candidates are subject to all policies, rules, and regulations of the county school system and placement school itself. A candidate's placement may be terminated by the county, principal, mentor or the University if their performance is unsatisfactory. This includes following all visitor rules, faculty rules/professional standards, health & safety precautions/ guidelines, and following the faculty/school dress code.
- Candidates must take an active and professional role in their early clinical experiences. This includes experiences that are categorized as "observation only."
- The candidate is responsible for keeping an accurate and up-to-date time-log via Watermark's time-log management system. The time-log should be updated weekly, or as needed based upon visitation schedule. Entries must include a description of what duties/tasks were completed during each visit.