

**Clinical Practice (Student Teaching) Orientation Checklist**

***Placement Details***

* Review Placement Information
* Confirm Contact Information (Student, Practicum Faculty Supervisor, Cooperating Teacher, and the University’s Clinical Practice Education Program Specialist)
* Review [Suggested Schedule](https://multimedia.phoenix.edu/education/teacher-program-handbook/#Cl_14) and School Calendar Dates
* Review [College of Education Clinical Practice (Student Teaching) Resources](https://multimedia.phoenix.edu/education/teacher-program-handbook/#Cl_14)

***Experience Expectations***

* + Discuss Professional Conduct and Attire
	+ Discuss Timely and Effective Communication
	+ Review Cooperating Teacher’s Arrival/Departure Times (ST aligns to contracted teacher workday)
	+ Review Attendance Policy and Absence Reporting
	+ Discuss TK20 Evaluation System
	+ Explore [CPAST Evaluation Tool](https://multimedia.phoenix.edu/education/teacher-evaluation/)

***Introduction of Roles and Responsibilities***

***Student Teacher (ST)***

* Practice Lesson Planning
* Review TK20 Weekly Reflection and Lesson Plan Expectations
* Understand Gradual Increase of Responsibility Plan
* Discuss Implementation of CT/FS Feedback

# Cooperating Teacher (CT)

* Discuss TK20 Midterm and Final Evaluation Forms
* Plan to Communicate Weekly with Practicum Supervisor
* Review Lesson Plan Review and Coaching
* Discuss Scaffolding Learning and Modeling Effective Teaching Practices
* Plan to Create Opportunities for Student to Design and Implement Lessons, as outlined in [Suggested Schedule](https://multimedia.phoenix.edu/education/teacher-program-handbook/#Cl_14)
* Submit W-9 to Education Program Specialist (Stipend Issued Upon Experience Completion)

# Practicum Faculty Supervisor (FS)

* Introduce edTPA portfolio or Teacher Work Sample, depending on student requirements
* Discuss TK20 Weekly Reflection Prompts/Feedback and Lesson Plan Feedback
* Plan to Coach and Guide Candidate
* Discuss TK20 Observation Evaluation and Grade Forms
* Set Plan for Weekly Candidate and Cooperating Teacher Communication
* Plan to Host Three-Way, Post-Evaluation Discussions

# Seminar Coursework and Teacher Work Sample / Professional Growth Plan or edTPA

 ST Obtains [edTPA Video Permission Slips](https://multimedia.phoenix.edu/education/student-resources/#Ot_8) Prior to Start of the Experience (edTPA Pathway)

 Seminar Faculty and Course Instructions Provide Detailed Guidance

 CT and FS Support Student Progress and Provide Guidance

***Upon completion of the Orientation, please access Tk20 to complete an electronic Orientation Checklist Acknowledgment.***