

## Guide to Week to Week Activities in Clinical Practice

### 1st Week

- Clinical intern gets to know students, familiarizes him/herself with classroom rules and routines, and assists the cooperating teacher with supporting student needs.

### 2nd Week

- The cooperating teacher, clinical intern, and clinical supervisor meet to establish goals for the semester. The goals address short-term objectives as well as long-range development. This plan will guide the triad for the remainder of the semester. If unexpected issues arise, the plan *can* and *should* expand to actively address those issues.
- The clinical intern takes over one subject or class to plan and teach. The first observation takes place, using the **Observation & Conference Report (O&C)**. This same evaluation tool is used by the Clinical Supervisor for observations 1-3 and 5-7. The Cooperating Teacher does *not* complete this evaluation.

### 3rd - 7th Weeks

- The clinical intern continues to take on teaching and planning for additional subjects or classes. He/she attends meetings, in-service workshops, and assists in activities associated with the daily work of teachers. Generally, the clinical intern assumes the role of lead teacher for an additional period each week.
- The objectives and goals outlined in the plan are addressed through daily teaching, routines and observations. The cooperating teacher and clinical supervisor provide regular, constructive feedback before and after observations.
- If serious issues arise, a **Clinical Placement Alert Form** is filed by the cooperating teacher and/or clinical supervisor with the Office of Clinical Experiences. A link to this form is available under the Forms tab on this website's main page.

### 8th- 14th Weeks

- The clinical intern, by the start of the eighth week, should be planning and teaching all subjects or at least four classes. If there are additional adults in the room, the clinical intern plans for activities of the support staff as well as for the students. The mid-term evaluation, completed using the Clinical Competency Inventory, or CCI is completed by the cooperating teacher and clinical supervisor at the **fourth** observation.
- The clinical intern attends meetings, in-service workshops, key school events and assists in activities associated with the daily work of teachers.
- The objectives and goals outlined in the plan are addressed through daily teaching, routines, and observations. The cooperating teacher and clinical supervisor provide regular, constructive feedback before and after scheduled observations. By the end of this period, the final evaluation (CCI) is completed by both the cooperating teacher and the clinical supervisor at the **eighth** observation.

## 15th week

- The clinical intern steps back into a supporting role so that the students can adjust to the transition back to the cooperating teacher. The clinical intern continues to actively help the teacher and students in this supporting role.
- Evaluations and observation reports are submitted to the Office of Clinical Experiences and Applied Research through our online database. Time sheets are scanned or sent as a screen shot via email to [cehsfieldoffice@shu.edu](mailto:cehsfieldoffice@shu.edu) by the conclusion of the clinical practice.