



Department of Education

Early Clinical Experience Expectations & Requirements

CLINICAL LEVEL I – 45 hours	CLINICAL LEVEL II – 45 hours	CLINICAL LEVEL III – 45 hours
Optional activities in ALL clinicals may include: read aloud, bulletin boards, or any other assistance to the teacher.		
<ul style="list-style-type: none"> • Active observation <ul style="list-style-type: none"> ○ Classroom procedures and routines ○ Classroom management plan(s) ○ Instructional strategies utilized ○ Pacing ○ Teacher engagement ○ Student engagement ○ Group work ○ Differentiation ○ Technology utilized • Assist teacher • Participate in classroom activities <ul style="list-style-type: none"> ○ Monitor ○ Facilitate ○ Assist individual students • Create lesson plans for two mini-lessons • Teach two mini-lessons <ul style="list-style-type: none"> ○ 10-15 minutes ○ Small group or whole group • Assist in one of the following: <ul style="list-style-type: none"> ○ Recess duty ○ Bus duty ○ Lunch duty 	<ul style="list-style-type: none"> • Assist teacher • Participate in classroom activities <ul style="list-style-type: none"> ○ Monitor ○ Facilitate ○ Assist individual students ○ Work with small groups of students • Create two detailed lesson plans for two in-depth lessons using: <ul style="list-style-type: none"> ○ Behavioral objectives ○ WVTPA lesson plan format • Teach two in-depth lessons <ul style="list-style-type: none"> ○ 20-40 minutes ○ Small group or whole group ○ Engaging activities ○ Utilizing technology • Clinical II <u>or</u> Clinical III <ul style="list-style-type: none"> ○ Attend at least one of the following <ul style="list-style-type: none"> ▪ Parent conference ▪ SAT or IEP or 504 meeting ○ Attend one county board of education meeting 	<ul style="list-style-type: none"> • Assist teacher <ul style="list-style-type: none"> ○ Co-teaching if planned in advance • Participate in classroom activities <ul style="list-style-type: none"> ○ Monitor ○ Facilitate ○ Assist individual students ○ Work with small groups of students • Create three detailed lesson plans using: <ul style="list-style-type: none"> ○ behavioral objectives ○ WVTPA lesson plan format • Teach three in-depth lessons <ul style="list-style-type: none"> ○ Use instructional models other than direct instruction; provide rationale for choice ○ Select Bloom’s verbs for objectives ○ 30-60 minutes each ○ Whole group instruction ○ Engaging activities ○ Differentiated instruction • Clinical II <u>or</u> Clinical III <ul style="list-style-type: none"> ○ Attend at least one of the following <ul style="list-style-type: none"> ▪ Parent conference ▪ SAT or IEP or 504 meeting ○ Attend one county board of education meeting
<p>Clinical experience candidates are required to keep an accurate, up-to date, detailed time-log in LiveText. Candidates must note in their time-log entries when the activities listed above are completed</p>		

Guidelines for Early Clinical Experiences

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.

Clinical Experience Requests & Placement Requirements

- Concord University teacher candidates must submit an 'Early Field Experience Request form' at the beginning of each semester. 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, the candidate will be notified of their placement via LiveText.
- Concord University teacher candidates must be placed in a classroom with a teacher licensed in the content specialization and grade level for which the teacher candidate is seeking licensure. The cooperating mentor must have a total of at least three years of teaching experience in the content area for which the candidate is seeking licensure (5 years for Year-Long Residency experiences). In addition, cooperating mentors must have at least one year of teaching experience at their current location
- Cooperating mentors work with only one teacher candidate at any specific time. A cooperating mentor may have more than one candidate, as long as the candidates are not assigned at the same time.
- 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 (4 hours maximum). However, candidates may participate for one full-day per semester to experience the scope of any entire day's schedule (8 hours maximum). Candidates are permitted to participate in their mentor's planning period. Up to 7 hours of planning period time can be used towards their 45-hour early clinical experience.
- Hours accumulated from drive times to/from placement do not count towards Early Clinical Experience hours
- Teacher candidates are instructed to contact their cooperating mentor 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 must complete the 'Early Clinical Experience Contract' via LiveText within 3 weeks of receiving their placement

Cooperating Mentor Responsibilities

- The cooperating mentor is to provide appropriate instructional activities and direct supervision at all times for the assigned teacher 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 early clinical placement process, the teacher may contact the CU Department of Education Operations Coordinator.
- The cooperating mentor is to complete the required candidate evaluation(s). Cooperating mentors use LiveText for reviewing and completing early clinical experience evaluations. Cooperating mentor accounts are automatically generated by LiveText, and an email notification is sent informing them of an active early clinical experience, and LiveText account credentials.
- If a candidate fails to contact the cooperating mentor within a reasonable amount of time to arrange a visitation schedule, the cooperating mentor should contact the CU Department of Education Director of Clinical Experience, Dr. Kathy Hawks.
- Irregular attendance and inferior performance by candidates must be reported to the CU Department of Education Director of Clinical Experience, Dr. Kathy Hawks, as soon as the problem becomes evident

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
- Demonstrate safety procedures & common sense
- Communicate effectively while in the classroom (introduce yourself, greet teacher & students upon entering room)
- Be respectful & courteous at all times in attitude, words, and actions
- Respond to students in an appropriate and professional manner
- Refrain from interactions with students that could be deemed/ viewed/mistaken as harrasment, unethical behavior, discrimination, or would warrent 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.

Student Responsibilities

- 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 reading and following all policies within the Guidelines for Early Clinical Experience outlined in the Department of Education Handbook.
- Candidates are responsible for meeting any special requirements (i.e. background checks, drug tests, COVID-19 safety precautions, COVID-19 vaccination requirements, etc.) of the school and/or county where the experience will be completed, prior to the start of placement. Candidates will be required to provide the CU Department of Education Office with documentation upon completion of any special requirements.
- Candidates are required to complete yearly background checks through CastleBranch. The Admission, Retention and Dismissal (ARD) Committee will review background check results with guidance and council from Concord's Service Area Superintendents, and the WV Department of Education Certification Office. Additional information and deadlines can be found in the Department of Education Handbook.
- Candidates must purchase a LiveText Field Experience membership during their first CU education course in order to successfully complete any early clinical experience. All assessments, evaluations and time-logs completed by the mentor and/or candidate are completed via LiveText. LiveText memberships are to be purchased by the last day of January during the Spring semester, or by the last day of August during the Fall semester. If a student purchases a livetext access code through the CU bookstore, they must then register the access code at livetext.com.
- Once the CU Department of Education Office confirms the placement, an email will be sent from LiveText to the candidate's email address confirming placement information (school, grade/content and mentor teacher). Candidates should check their @mycu account for the email from LiveText (may end up in spam/junk). Our department must manually create placements in LiveText, it's not an automated process. Meaning, just because a candidate purchased a LiveText account, doesn't mean that their placement will instantly appear when they login.
- Once a placement is established in LiveText it is final and cannot be changed, with the exception of extenuating circumstances, which will require approval from the Director of Clinical Experiences, Dr. Kathy Hawks, in order to be changed.
- After receiving confirmation the confirmation email from LiveText that a placement is active, candidates are responsible for contacting the mentor teacher to establish a visitation schedule within one week of the email confirmation. Candidates must complete the 'Early Clinical Experience Contract' in LiveText within two weeks of the email confirmation. Failure to do so will result in cancelation of the early clinical experience.
- Candidates are responsible for ensuring that all required evaluations/assessments are submitted by the mentor via LiveText, and that their Time-log has been approved by their mentor in LiveText
- 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 field experience.
- Candidates must inform the CU Department of Education Operations Coordinator if there is an expectation of the cooperating mentor being absent for an extended time period. If this is the case, the candidate may need to be re-assigned to a different cooperating mentor for the remainder of their placement.
- 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, COVID-19 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 LiveText's time-log management system. The time-log should be updated weekly, or as needed based upon visitation schedule.
- Candidates must present this document and "LiveText Instructions for Mentor Teachers" to the cooperating teacher upon their first visit to the teacher's classroom and discuss their clinical requirements.