

Clinical Experience Documents for NASAD

B. CLINICAL EXPERIENCE

College of Education

Clinical Experience Supervisor Guidelines



An NCATE Accredited Member of the State System of Higher Education

The University Supervisor

*A*s the KU supervisor for our teacher candidates, *you* will provide the most important link to our local school communities. Our teacher candidates *and* mentor teachers will look to you for

support during clinical experience assignments. Your expertise and experience will lend itself well to our teacher candidates as you help prepare the next generation of young professionals.

Primary Duties

The university supervisors' support, guide and provide continuity for the KU pre-service teacher education program. All supervisors are faculty members in the College of Education, the College of Liberal Arts and Sciences, or the College of Visual and Performing Arts at Kutztown University, have knowledge and experience in the area they supervise. The university supervisor acts as a liaison between the university and the mentoring school or agency. To develop robust relationships with our school partners, supervisors are encouraged to introduce themselves to mentors prior to or during the first week of advanced clinical placement either in person or virtually. The supervisor communicates suggestions from the schools and agency to the Office of Clinical Education to facilitate the continuous improvement of the clinical experience program.

Observations and Evaluations

The university supervisor makes a **minimum of three observation/evaluation visits** per half semester placement (six for full semester placements) to the partner school to observe and evaluate the teacher candidate at work in the classroom using the COE-approved assessment instrument. These visits might all be unannounced or a mix of announced and unannounced. During the observation/evaluation visits, the university supervisor should meet with the teacher candidate prior to the lesson (and if possible, with the mentor teacher) to discuss progress since the previous visit, observe and document the lesson, and evaluate the teacher candidate's skills.

The university supervisor conducts a **post-observation conference** with the teacher candidate after an observed lesson. This conference could be a "two-way conference" between the university supervisor and the teacher candidate or—ideally—a "three-way conference" with the university supervisor, mentor teacher and the teacher candidate. We recommend using a protocol that encourages and facilitates reflection and self-evaluation. The supervisor will supply copies of the evaluation form to all conference participants after the lesson.

The university supervisor, in consultation with the mentor teacher, has the sole responsibility for assigning the final grade for each clinical experience assignment. The supervisor builds his/her visitation schedule around the teaching schedule of his/her candidates' weekly schedules that are submitted each week.

The supervisor is also responsible for a weekly seminar on Tuesdays from 4:00–5:00 p.m. The supervisor:

1. Provides group leadership and guidance to the teacher candidate, seminars for the discussion of common problems and refining teaching skills and individual guidance for the teacher candidate.
2. Personally observes and writes feedback of activities in the classroom and school facility.
3. Meets the mentor teachers as a group or as individuals.
4. Suggests solutions for identified problems and follow-up on all messages concerning problems as soon as possible.
5. Visits the teacher candidate and completes written observations during each half of the semester noting strengths and offering suggestions for improvement where appropriate.

6. Conducts conferences with the teacher candidate and mentor teacher immediately following, or as soon as possible following, all lessons observed.
7. Confers with the mentor teacher about the letter grade and evaluation report.
8. Uses the PDE 430 form to evaluate the teacher candidate for each placement and submit the form to the Office of Clinical Education.

Withdrawal from Clinical Experience

The following procedure will be followed for any problem with the teacher candidate during his/her clinical experience:

1. The university supervisor will contact the chair of the department and the Office of Clinical Education to discuss the issue.
2. The chair will meet with the teacher candidate, the university supervisor, and the Assistant/Director for Clinical Education. Prior to this meeting within the Department of Secondary Education, the chair will contact the VPA or LAS chair of the university supervisor to inform him/her of the meeting.
3. The problem may be resolved at this stage.
4. If the teacher candidate needs to be removed from this clinical experience, the Assistant Director of Clinical Education will then notify the school of this decision.
5. The Assistant Director of Clinical Education may find another placement for the teacher candidate as soon as possible, keeping in mind that a placement may not be available during the same semester. A change of placement may delay graduation and/or certification.

ASSISTANT DIRECTOR FOR CLINICAL EDUCATION

The Assistant Director for Clinical Education is the University official who has the primary responsibility for supporting programs and departments in implementing the clinical field experience.