CLINICAL EXPERIENCE #2
PTE 4533 EDUCATIONAL PSYCHOLOGY

SCOPE

The intermediate clinical experience should provide Teacher Candidates’ opportunities to be involved in the application of the education theories addressed in university class work and textbooks. These include the following:

- Have additional experience in the real world of students, school communities, and the teaching profession
- Improve levels of competence and confidence in using the professional skills they are developing
- Practice and exhibit professional scholarship and behavior
- Learn about and be included in different and diverse educational experiences
- Identify classroom conditions which are varied and appropriate
- Become knowledgeable about both the scientific and the artistic dimensions of teaching as demonstrated in real classroom situations
- Conceptualize and predict accurately the interaction of influencing variables in teaching and learning
- Develop knowledge and skills in the areas of classroom management and student discipline
- Observe different teaching and learning styles
- Work directly with students as individuals in small groups and teach a minimum of one planned lesson to the class

The preceding list is not all encompassing. Certainly many other situations will arise which can provide insights into the rewards and demands of teaching. The clinical experience, as part of the Educational Psychology course, is intended to help teacher candidates make better decisions concerning the pursuit of a career in public education. It should also help them to identify particular areas of interest and aptitude.

PROCEDURES

A. All UCO students (teacher candidates) participating in this clinical experience should:

1. Report to the school on the designated day and time. The purpose of this meeting is to set the clinical experience schedule to begin the following week. If the teacher candidate is unable to meet at this time he/she is instructed to call prior to the designated time to make other arrangements.

2. Complete a minimum of forty-five (45) hours at the school during the semester. The last 18 hours of this Field Experience will be with the mentor assigned for Student Teaching (pre-internship hours).

3. Arrange the clinical experience schedule to accommodate UCO program requirements, the
teacher candidate’s individual schedule, and the mentor teacher’s schedule.

4. Follow the arranged schedule. The mentor teacher should be notified in advance if a change in the schedule is needed.

5. Be assigned to a class / subject that supports the candidate’s major course of study.

6. Demonstrate professional demeanor through appropriate dress and attitude.

7. Participate in a variety of experiences within the classroom setting.

8. Have the opportunity to become involved with students and teachers.

9. Forward assessments to mentor teacher through e-Portfolio

10. Complete the daily log sheets and submit to UCO professor during the designated time.

11. Discuss with the professor and the TES office any concerns/difficulties that were encountered during the clinical experience involvement.

B. All Clinical experience #2 mentor teachers should:

1. Notify Teacher Education Services if a teacher candidate has been placed in a school where he/she has a family member attending or working.

2. Structure opportunities for the teacher candidate to participate in a variety of classroom experiences and to interact with students and other teachers.

3. After receiving the electronic assessment form, complete the form online, and send electronically to TES and to the teacher candidate.

C. Teacher Education Services should:

1. Monitor the completion of all electronically submitted assessment forms.

2. Discuss with the teacher candidate any difficulties/concerns expressed by the mentor teacher and/or school administrator prior to receiving a grade for completion of the course.

RESPONSIBILITIES

A. Principals or designated personnel should:

1. Understand the purpose of the intermediate clinical experience.

2. Acquaint teacher candidates with school policies and rules.

3. Prepare mentor teachers for having teacher candidates in their classrooms.

4. Arrange for placement of teacher candidates in classrooms matching their area of certification.

5. Answer questions as well as assist teacher candidates by assigning them to mentor teachers who model teaching excellence.

6. Understand that Teacher Candidates are not trained to assume the responsibility of an entire classroom.

7. Support UCO training of teachers in the role of mentor.
B. Mentor Teachers should:
1. Supervise teacher candidates as they assist with classes.
2. Explain the purpose of the activities.
3. Understand that teacher candidates are not trained to assume the responsibility of an entire classroom.
4. Provide opportunities to observe lesson planning and various uses of instructional materials and equipment.
5. Provide a variety of experiences. For teacher candidates to receive the maximum benefit from the experience, it is suggested that they be involved in a variety of activities.
6. Provide opportunities to learn about the major components of teaching.
7. Complete an electronic assessment form of teacher candidate and submit to the TES office and to the teacher candidate by the due date.

C. UCO Teacher Candidates should:
1. Spend a minimum of three hours per week in the school and a minimum of twenty-seven hours during the semester.
2. Cooperate fully with mentor teachers.
3. Be aware of school policies.
4. Assist the mentor teacher whenever possible.
5. Follow the mentor teacher's rules of conduct.
6. Plan in advance with the mentor teacher to whom they are assigned.
7. Volunteer to help the mentor teacher with various duties and activities.
8. Assist students as determined by the mentor teacher.
9. Plan and teach a lesson and/or a unit which will be under the mentor teacher’s direction and approval.
10. Be dependable by arriving on time and being present on assigned days.
11. Dress appropriately during clinical experience involvement demonstrating professionalism.
12. Notify the mentor teacher when an absence is necessary.
13. Forward assessments to mentor teacher.
14. Submit log sheet electronically and in paper form documenting time involved in classroom.
15. Be aware that UCO teacher candidates are public relations representatives of the University of Central Oklahoma.

SUGGESTIONS FOR TEACHER CANDIDATES

When arriving at the assigned school for the first time, go to the office, introduce yourself, and ask to see the person responsible for the coordination of the UCO clinical experience program.

There are many opportunities to become involved as you work with teachers and administrators; hopefully, you will be involved in a variety of situations. This may not happen immediately. The principal and the teachers with whom you are working will decide the areas of the educational program with which you will become involved. They are usually receptive to suggestions from you.
Be professional at all times. A sense of loyalty to the school and a high regard for professional ethics is essential; therefore, acquaint yourself with the general policies of the school; maintain strict confidentiality about the students, their records, school problems, and the mentor teachers with whom you work. Choosing appropriate dress for clinical experience participation demonstrates your desire to become a professional educator. Maintaining a positive attitude during clinical experience involvement shows that you desire to be a member of the professional team.

Let the teachers and administrators know you appreciate their efforts on your behalf and make yourself available to help when needed.

**SUGGESTED ACTIVITIES FOR CLINICAL EXPERIENCE #2**

**A. Supervise activities under the mentor teacher's direction**

1. Help supervise hallways, restrooms, lunchrooms, assemblies, playgrounds, etc.
2. Help with dismissal and bus duty
3. Move students to and from various activities

**B. Provide instructional assistance**

1. Present opening--announcements, schedule of events
2. Work with individuals or groups (tutoring)
3. Discuss student evaluation and possibly score or mark objective tests
4. Assist in preparing bulletin boards
5. Dictate or read to students
6. Orient new pupils
7. Operate and care for instructional media and equipment
8. Work with students in special music, drama, art projects, etc.
9. Develop a lesson plan to be delivered during your clinical experience.

**C. Perform organizational and clerical tasks within the classroom**

1. Assist with daily attendance documentation
2. Prepare and/or distribute instructional materials
PROGRAM

All Teacher Candidates will maintain a log sheet documenting the participation hours. The log should be completed after each visit recording the date, time, and type of involvement. The mentor teacher also signs the log sheet validating each occurrence. At the completion of the clinical experience, the teacher candidate will submit the hard copy of the log sheet to the UCO course instructor according to the instructor’s syllabus. See instructor prior to purchasing a subscription to PASS-PORT. The activity codes at the top of the log sheet should document the type of participation and involvement teacher candidates have experienced. An electronic version of the log sheet will document in your ePortfolio your participation at the school site. Record all involvements in electronic form in PASS-PORT. This will become a part of the Portal 1 prior to student teaching.

The form for the mentor teacher’s assessment of the candidate will be sent to each mentor teacher near the end of the clinical experience semester. The mentor teacher should complete the electronic assessment form and share the contents with the teacher candidate. The mentor teacher will submit the electronic assessment form to TES and to the teacher candidate for review.

A teacher candidate’s grade will be contingent on completion of forty-five (45) hours, twenty-seven (27) hours with CE II mentor and eighteen (18) being with student teaching/internship mentor as documented by the log sheet submitted to the TES office. It will expedite the process if the teacher candidates submit log sheets to the UCO instructors at the designated time. **Teacher candidates will receive an "I" (Incomplete) for the course if the clinical experience log sheet is not submitted or completed.**

Mentor teachers will also be expected to complete the assessment form and submit to Teacher Education Services office and to the teacher candidate in a timely manner. All forms used in the assessment process of the clinical experience hours are part of the official reporting system; therefore, **candidate falsification of any records can result in a failing grade for the course and/or removal from the program.**

**Teacher Candidates must submit the log sheet to the professor. The Mentor Teacher Assessment of the Teacher Candidate should be submitted by the mentor teacher to the TES office and to the teacher candidate.**

The principal and the mentor teacher from each participating school will receive an electronic program assessment form near the end of the semester. Any suggestions for improvement of the overall process from mentor teachers and administrators will be appreciated.