

CLINICAL EXPERIENCE #3

PTE 4828, 4838 & 4848 STUDENT TEACHING/INTERNSHIP

SCOPE

The third clinical experience is a time when the teacher candidate makes the transition from being a student of teacher education to being a teacher of students. The candidate is expected to represent the high quality of educators for which the University of Central Oklahoma is known. These include the following:

- Follow the same professional standards as your mentor teacher.
- Punctual attendance every day is expected.
- Uphold the highest ethical and professional standards of the teaching profession.
- Gain 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

The preceding list is not all encompassing. Certainly many other situations will arise which can provide insights into the rewards and demands of teaching.

PROCEDURES

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

1. Teacher candidate is expected to maintain the same schedule as the mentor teacher's contract time.
2. Appropriate dress is determined to be a part of the professionalism and demeanor.
3. You are a guest in the mentor teacher's classroom.
4. Complete all requirements of the Teacher Work Sample in a timely and professional level that is consistent with the standards of an emerging professional educator.
5. Fulfill all responsibilities and duties that have been assigned by the mentor teacher and/or the university supervisor.
6. Take the opportunity to become involved with students and teachers.
7. Discuss any concerns/difficulties with the university supervisor and the TES office.

B. All Clinical experience #3 mentor teachers should:

1. The mentor teacher should be co-teacher trained and have a minimum of 3 successful years of experience. 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. Notify the university supervisor or Teacher Education Services regarding teaching performance and any issues with attendance of the candidate.
3. Structure co-teaching opportunities for the teacher candidate to participate in a variety of classroom experiences and to interact with students.
4. After receiving the electronic assessment form, at mid-term and at the end of the semester, complete the online assessment and submit.

C. Teacher Education Services should:

1. Monitor the supervisor visitations.
2. Discuss with the teacher candidate and university supervisor any difficulties/concerns expressed by the mentor teacher and/or school administrator prior to receiving a grade for completion of the course.
3. Collaborate with university supervisor and/or mentor to create plans of improvement if needed.
4. Work out any placement issues that may arise.

RESPONSIBILITIES

A. Principals or designated personnel should:

1. Understand the purpose of the internship 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 and with a mentor that has been co-teacher trained.
5. Answer questions as well as assist teacher candidates by assigning them to mentor teachers who model teaching excellence.
6. Understand the teacher candidate is an emerging educator.
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 candidate is an emerging educator.
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.

C. UCO Teacher Candidates should:

1. Spend 16 weeks 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 two week unit.
10. Be dependable by arriving on time.
11. Dress appropriately during clinical experience involvement demonstrating professionalism.
12. Notify the mentor teacher when an absence is necessary.
13. Be aware that UCO teacher candidates are public relations representatives of the University of Central Oklahoma.
14. Be aware the 16 weeks of Student Teaching is comparable to the importance of a job interview.
15. Communicate with TES and university supervisor in a timely manner.
16. Adhere to the due dates for artifacts.

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.

EXPECTED ACTIVITIES FOR CLINICAL EXPERIENCE #3

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
4. Parent/teacher conferences.

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

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.

A teacher candidate's grade will be contingent on the successful completion of all requirements, including the OSAT, as outlined in the course syllabus and as documented by the university supervisor.

Mentor teachers will also be expected to complete the assessment form and submit it. 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.**

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.