

SHU CEHS Checklist for Clinical Supervisors

This is a one page 'quick guide' to help with communication and planning with the SHU teacher candidate, clinical supervisor and cooperating teacher. It is NOT intended as a comprehensive, detailed guide. Please be sure to contact the Office of Clinical Experiences & Applied Research at (973)761-9347 or cehsfieldoffice@shu.edu with any questions or concerns. Thank you for your dedication, commitment and time in helping to develop the next generation of teachers.

Beginning of Semester

- I have the email address and phone number for the teacher candidate(s) assigned to me.

- I have the email address and phone number for the cooperating teacher mentoring my teacher candidate(s).

- I followed up with the teacher candidate and cooperating teacher to confirm the goals and objectives for the semester I need to be aware of and help support throughout the semester.
- The teacher candidate, cooperating teacher and I have discussed a plan for reflecting on, providing feedback and growth opportunities for the teacher candidate following EACH observation by the clinical supervisor. (clinical interns only)
- I watched the video and completed the online quiz for the Clinical Competency Inventory (CCI) evaluation tool at <http://blogs.shu.edu/cear> (Supervisors of clinical interns only)
- I watched the video and completed the online quiz for the Observation & Conference Report (O&C) evaluation tool at <http://blogs.shu.edu/cear> (Supervisors of pre-clinical interns, clinical interns or both).
- I have talked with the cooperating teacher and teacher candidate about the classroom schedule and have scheduled or plan to schedule my observation(s) during convenient and appropriate times for the classroom.
- I looked over the Clinical Placement Alert information on the website (<http://blogs.shu.edu/cear>) and know what to do and who to contact if I have any concerns regarding my teacher candidate.
- I've received a link to the O&C online evaluation instrument for my teacher candidate(s). (For both pre-clinical interns and clinical interns.) I've scheduled and completed observations 1-3 for my clinical intern(s).

Middle of Semester

- The teacher candidate, cooperating teacher and I have scheduled a date and time for the observation and evaluation of the teacher candidate later in the semester. (pre-clinical interns only)
- I received a link to the CCI instrument prior to the midterm observation and evaluation. (clinical interns only)

- I completed the CCI online evaluation instrument PRIOR to the due date (See the calendar on the website at <http://blogs.shu.edu/cear> for all dates) AND ensured the teacher candidate and the cooperating teacher received a copy.
- The teacher candidate, cooperating teacher and I met to allow for reflection, feedback and evaluation of the midterm observation (clinical interns) or one observation (pre-clinical interns).
- I've been in communication with my teacher candidate and assigned cooperating teacher regarding any areas of excellence and areas for improvement and I've scheduled my observation/evaluation.

End of Semester

- I received a link to the CCI (clinical interns only) evaluation instrument prior to the FINAL observation of my teacher candidate.
- I completed the CCI online evaluation instrument PRIOR to the due date (See the calendar on the website at <http://blogs.shu.edu/cear> for all dates) AND ensured the teacher candidate and the cooperating teacher received a copy.
- I received a link to the O&C evaluation instrument prior to the observation of my intern AND I completed the online evaluation instrument PRIOR to the due date (See the calendar on the website at <http://blogs.shu.edu/cear> for all dates) AND ensured the teacher candidate and the cooperating teacher received a copy.
- The teacher candidate, cooperating teacher and I met to allow for reflection, feedback and evaluation of the final observation (clinical interns) or one observation (pre-clinical interns).
- I completed all the necessary paperwork and/or requirements for my stipend or I've been in communication with the Office of Clinical Experiences regarding any missing paperwork.
- I provided any feedback from this semester to the office at cehsfieldoffice@shu.edu or directly to the Director.