SHU CEHS Checklist for Cooperating Teachers

This is a one page 'quick guide' to help with communication and planning with the SHU teacher candidate, university 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 in my classroom.

☐ I have the email address and phone number for the clinical supervisor observing my teacher candidate.

☐ The teacher candidate and I met to discuss classroom management, planning and set goals for the semester and shared those goals with the clinical supervisor.

☐ The teacher candidate, clinical supervisor 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.

☐ I watched the video and completed the online quiz for the Clinical Competency Inventory (CCI) evaluation tool at http://blogs.shu.edu/cear (CTs 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 (CTs of both pre-clinical interns and clinical interns).

☐ I've gone to the website (http://blogs.shu.edu/cear) and looked for important information such as expectations of a CT, setting goals, guide to activities, evaluations, etc.

☐ I looked over the Early Warning 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.

☐ The teacher candidate and I discussed the timesheets and signatures required throughout the semester. (Different process for pre-clinical interns vs. clinical interns. Details are on the website.)

Middle of Semester

☐ The teacher candidate, clinical supervisor and I have scheduled a date and time for the observation and evaluation of the teacher candidate. (pre-clinical interns only)

☐ I received a link to the CCI (clinical interns only) and/or the O&C (pre-clinical and clinical interns) evaluation instrument prior to the midterm observation or one time observation of my teacher candidate.

☐ I completed the CCI and/or O&C 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, clinical supervisor and I met to allow for reflection, feedback and evaluation of the midterm observation (clinical interns) or one observation (per-clinical interns).

☐ I signed off and approved the midterm timesheet required for my pre-clinical intern. (pre-clinical interns only)

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/cearfor all dates) AND ensured the teacher candidate and the cooperating teacher received a copy.

☐ The teacher candidate, clinical supervisor and I met to allow for reflection, feedback and evaluation of the final observation (clinical interns) or one observation (pre-clinical interns).

☐ I signed off and approved the final timesheet required for my pre-clinical intern or the semester's timesheet for my clinical intern.

☐ I completed all the necessary paperwork and/or requirements for my professional development hours and/or honorarium. Forms are available on http://blogs.shu.edu/cear.

☐ I provided any feedback from this semester to the office at cehsfieldoffice@shu.edu.