



Creighton UNIVERSITY

College of Arts and Sciences
Department of Education

Clinical Practice (Student Teaching) Handbook Fall 2020 and Spring 2021

Revised 10/23/2020 due to COVID pandemic.

Developing Effective, Ethical, and Reflective Practitioners

Education Department
Creighton University
2500 California Plaza
Omaha, NE 68178

Phone: 402.280.2820
Fax: 402.280.1117

Contents

2

| | |
|--|-----------|
| INTRODUCTION | 4 |
| SECTION I: Creighton Education Department’s Mission, Philosophy, and Clinical Practice Overview | 5 |
| EDUCATION DEPARTMENT MISSION | 6 |
| TEACHER PREP CONCEPTUAL FRAMEWORK | 6 |
| OUR CHARISMS..... | 7 |
| PRE-REQUISITES FOR CLINICAL PRACTICE..... | 4 |
| POLICY ON COMPLETING CLINICAL PRACTICE OUTSIDE THE OMAHA METRO AREA..... | 7 |
| A PHILOSOPHY FOR CLINICAL PRACTICE | 7 |
| EDU 591: CLINICAL PRACTICE/STUDENT TEACHING..... | 8 |
| THE CLINICAL PRACTICE EXPERIENCE | 2 |
| EDU 593: CLINICAL PRACTICE SEMINAR | 3 |
| SECTION II: Roles and Responsibilities..... | 4 |
| THE CLINICAL PRACTICE CANDIDATE’S ROLE AND RESPONSIBILITIES..... | 5 |
| THE COOPERATING TEACHER’S ROLE & RESPONSIBILITIES..... | 6 |
| THE PRINCIPAL’S ROLE & RESPONSIBILITIES | 7 |
| THE UNIVERSITY SUPERVISOR’S ROLE & RESPONSIBILITIES | 8 |
| SECTION III: Legal, Ethical, and General Information for the Teacher Candidate | 10 |
| LEGISLATIVE BILL 175 | 11 |
| TITLE 92, NEBRASKA ADMINISTRATIVE CODE, CHAPTER 27 | 12 |
| ATTENDANCE POLICIES | 16 |
| INITIAL INFORMATION TEACHER CANDIDATES SHOULD SEEK ABOUT THEIR PLACEMENTS | 17 |
| SECTION IV: Observation and Evaluation of Teacher Candidates | 18 |
| OBSERVATIONS USING A SUPERVISORY CONFERENCE CYCLE | 19 |
| GRADING GUIDELINES FOR UNIVERSITY SUPERVISORS OF TEACHER CANDIDATES..... | 19 |
| UNIVERSITY SUPERVISOR OBSERVATION FORM..... | 20 |
| THIRD WEEK OF STUDENT CONTACT REPORT..... | 21 |
| MIDTERM AND FINAL EVALUATION RUBRIC | 22 |
| DISPOSITIONS CONCERN FORM..... | 25 |
| TEACHER CANDIDATE’S EVALUATION OF COOPERATING TEACHER AND SITE | 26 |
| TEACHER CANDIDATE’S EVALUATION OF UNIVERSITY SUPERVISOR | 27 |
| SECTION V: Appendices | 28 |
| APPENDIX I: FREQUENTLY ASKED QUESTIONS | 29 |
| APPENDIX II: SUGGESTED WEEKLY SCHEDULE | 31 |
| APPENDIX III: LESSON PLANNING..... | 33 |
| APPENDIX IV: SUGGESTED QUESTIONS FOR REVIEWING LESSON PLANS | 34 |

| | |
|---|----|
| | 3 |
| APPENDIX V: SAMPLE SCHEDULES | 35 |
| APPENDIX VI: DRESS AND PERSONAL APPEARANCE GUIDELINES FOR TEACHER CANDIDATES | 36 |
| APPENDIX VII: CERTIFICATION AND CAREER SUPPORT | 37 |

INTRODUCTION

This handbook has been designed to assist in understanding the roles and responsibilities of the clinical practice/student teaching experience at Creighton University. Terms frequently and interchangeably used include clinical practice candidate, teacher candidate, and student teacher. The contents are a combination of ideas from public and private school personnel in the Omaha area, department faculty, other educational personnel throughout the country, and current literature on student teaching.

Much gratitude goes to all individuals who have contributed to the success of Creighton's clinical practice tradition. Continued input from everyone involved in the program is encouraged in order that we may better serve the needs of students, candidates, cooperating teachers, supervisors, and the profession.

***Special adjustments and accommodations related to COVID-19 have been marked throughout this handbook in red.**

Questions concerning this handbook or any aspect of clinical practice at Creighton University should be directed to:

Dr. April Buschelman
 Director of Field Experiences and Certification
 Creighton University Education Department
 2500 California Plaza Omaha, NE 68178
 (402) 280-3583
 FAX: (402) 280-1117
aprilbuschelman@creighton.edu

Dates and Attendance Information

Start Date of Clinical Practice: The first official day the cooperating teacher reports to school for the semester is the first day for teacher candidates as well. This includes in-service days and time to set up classrooms prior to teaching. Teacher candidates are expected to check with their cooperating teacher on the exact day to begin and plan accordingly for lodging and transportation as this is prior to the beginning of the Creighton semester.

End Date of Clinical Practice: Friday of "Dead Week" at Creighton University (the week before final exams) is the last day students must report to their assigned clinical practice classroom.

The calendar of the cooperating school/district will be followed throughout the semester. Illness should be the only excused absence. In case of such absence, candidates must notify their cooperating teacher/school and their university supervisor. If candidates miss more than a total of **three** days during the semester, time will have to be made up at the end of the semester. Teacher candidates are expected to be of service for the full teaching day and in-service days.

***If schools return to remote/online learning at any point throughout the semester, clinical practice candidates are expected to continue planning, teaching, and completing other duties of the classroom teacher.**

PRE-REQUISITES FOR CLINICAL PRACTICE

Prior to the clinical practice semester, teacher candidates must have successfully completed the following:

- background check from the approved company
- all education courses for their program of study
- minimum 100 hours of field experience
- minimum 2.75 grade point average (grade of "C" or higher in all education courses)
- registration date for the Praxis II
- professional liability insurance

SECTION I: *Creighton Education Department's Mission, Philosophy, and Clinical Practice Overview*

EDUCATION DEPARTMENT MISSION

Mission

We empower teachers, administrators, and counselors to transform the lives of their students by preparing graduates to be compassionate and effective leaders in the Jesuit tradition.

Vision

In the Jesuit tradition, we graduate women and men who build a better world by living and leading according to these charisms:

- Reflective practice (contemplation in action),
- Care for others (*cura personalis*),
- Promotion of service, justice, and inclusive community (men and women for and with others),
- Sharing gifts for the greater good and the greater glory of God (*magis, ad majorem Dei gloriam*).

Marks of Distinction

We will be known for:

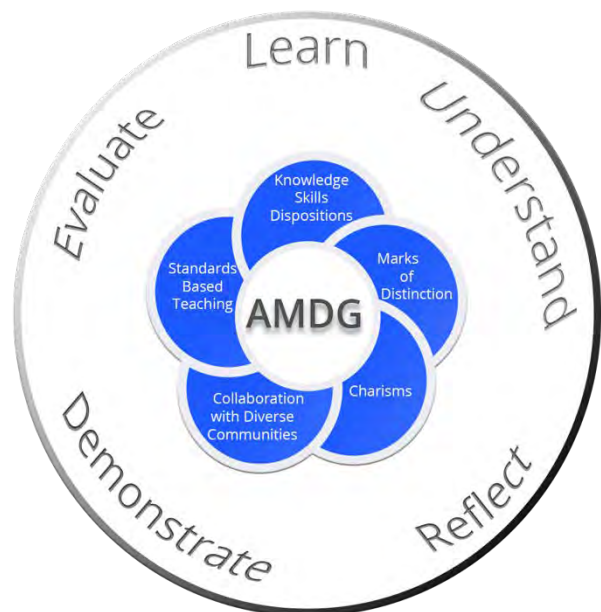
- Placing the Jesuit charisms and Ignatian pedagogy at the center of all coursework.
- Emphasizing social justice so that our graduates are formed to lead in highly diverse schools.
- Providing specialized preparation so that our graduates are ready to serve students with diverse needs and backgrounds in P-12 schools.
- Providing specialized preparation for those who wish to serve in Catholic schools.

Adopted: August 21, 2018

TEACHER PREP CONCEPTUAL FRAMEWORK

Preparing Effective Teachers in the Jesuit Tradition

Our Teacher Preparation Program begins all that we do with the goal of serving God and God's greater glory (AMDG). From this goal unfolds each of the focal points of our program. The knowledge, skill, and disposition standards of the teaching profession guide our learning outcomes and are the basis of our accreditation with the Nebraska Department of Education and the Council for the Accreditation of Educator Preparation. Our Education Department marks of distinction include specialized preparation for teaching in highly diverse schools as well as specialized preparation for teaching in Catholic schools. The charisms, or core values, guide our preparation of teachers for public, private, and Catholic schools. These core values are rooted in the life and writings of Saint Ignatius of Loyola. We ourselves and our students collaborate with a wide variety of people from diverse communities to make our world better, one student at a time. Lastly, we expect our students to align their practice in schools with state and professional standards. The circle surrounding our central goal and focal points sets forth the vision we have for our graduates; effective teachers who use the Ignatian Pedagogical Paradigm to reflect and evaluate their practice based on a personal understanding and care for their students.



Effective leaders in the Jesuit TraditionRevised March 27, 2012

CURA PERSONALIS

Latin for “care of the person,” cura personalis refers to personal concern for the individual and “education of the whole person.” Believing that education takes place within the context of caring relationships, our students are encouraged to develop an ethic of care that promotes personal interaction and respect for others. An educator who demonstrates cura personalis utilizes a variety of educational strategies and personal approaches to develop the whole student - body, mind, heart, and spirit. In the public or private school setting, our students embrace character education, while in the Catholic or other faith school setting our students actively participate in the faith formation of students.

MAGIS

Magis is a Latin term coined by St. Ignatius of Loyola that means “the more” and challenges each person to do things better, seek the greatest good, and ask what more can I do ad majorem Dei gloriam “for the greater glory of God” (Jesuit motto). Our students demonstrate magis in many ways: by striving for excellence, having high expectations, fulfilling their potential by developing gifts and talents, and by recognizing that human persons need solitude and freedom from overwork in order to know what is the greater good. Educators who live magis have chosen to place their gifts and talents in God’s service to develop young people and help bring about positive change in our world.

MEN AND WOMEN FOR AND WITH OTHERS

This charism emphasizes service, inclusive community, and “faith that does justice.” Educators demonstrate this charism by volunteering, by educating students to help others in the spirit of solidarity and mutual learning, and by building inclusive classroom and school communities where equality, equity, human rights, and human dignity are fostered. As men and women for and with others, our students are motivated by faith to act justly and work for justice on key educational issues such as student assessment, discipline policies, and school funding. Jesus was the man for others, and he inspires us all to make our world a more caring and just place.

CONTEMPLATION IN ACTION

Contemplation in action promotes prayerful reflection and ethical decision making. It fosters the examination of one’s personal and professional life that can lead to changes in behavior. Discernment, which is a faith-based process of decision-making that is prayerful and seeks “to find God in all things,” is an important part of this charism. Educators demonstrate this charism by examining their personal interactions, daily activities, and professional practice in a thoughtful and prayerful manner in order to make changes where they are needed, and by making difficult decisions in light of prayer and faith-based values.

POLICY ON COMPLETING CLINICAL PRACTICE OUTSIDE THE OMAHA METRO AREA

Traditional undergraduate students are strongly encouraged to complete their capstone clinical practice experience in the Omaha Metro Area. Doing so will afford students the opportunity to meet regularly and in-person with other Creighton teacher candidates, your university supervisor, and the Director of Field Placements. We believe the local clinical practice experience will provide undergraduate students with the best capstone experience.

If a student has a grave reason as to why they would want to complete clinical practice outside the Omaha Metro Area, the student is to schedule a meeting with the Director of Field Placements. A separate application will need to be completed and submitted by February 1st (for Fall Clinical Practice) or October 1st (for Spring Clinical Practice). The Director of Field Placements will evaluate the reasons for the request. If the reasons for completing clinical practice outside of the Omaha Metro Area are deemed to be critical and plausible, then the Director will bring the request to the Selection and Retention Committee for review.

A PHILOSOPHY FOR CLINICAL PRACTICE

The ultimate goal of the Clinical Practice Experience at Creighton University is to prepare beginning teachers to function effectively in their first professional setting. The role of the teacher is to provide an educational setting of

experiences where students learn to function and participate in a society in order to protect our freedoms and perpetuate a true democratic society. The setting must take care of both the content and the processes necessary for encouraging the educated person to be an active participant.

The liberal arts core required at Creighton University has the intent of increasing one's professional commitments that express concerns for human, moral and ethical values, as well as one's religious convictions. The courses in the areas of humanities, value consciousness, scientific inquiry, and communications and inquiry are the foundation for developing decision-makers who are people-oriented and those who serve others. Those courses, together with other instruction and field experiences in teacher education programs, bring teacher candidates to the threshold where they can now practice the knowledge, skills and attitudes observed and presented during preparation.

During this clinical practice experience, teacher candidates will be observed and evaluated by their cooperating teachers and university supervisors using Creighton observation forms and the Nebraska Clinical Practice Rubric. Both assessments are based on InTASC standards and the Nebraska Professional Teacher Standards.

EDU 591: CLINICAL PRACTICE/STUDENT TEACHING

GOALS OF THE COURSE/PROGRAM

To provide the candidate with direct teaching experience in an actual school setting under the supervision and guidance of a highly qualified classroom teacher in the area the teacher candidate is seeking endorsement(s).

OBJECTIVES

The focus of the program is on the teacher candidate. The teacher candidate is expected to accept and perform his/her assigned responsibilities. This includes, but is not limited to, activities as follows:

- classroom organization and maintenance;
- lesson planning;
- securing necessary materials and equipment;
- classroom instruction with and without technology;
- diagnosis and evaluation of students;
- supervision of students and the classroom.

In addition, s/he is expected to become acquainted with the school and its personnel, participate in school and community activities, and attend individual and group conferences at the school and at the university.

EVALUATION OF CLINICAL PRACTICE

The evaluation of a teacher candidate is a continuous process during the student's experiences. Conferences are held regularly with the university supervisor and with the cooperating on-site teacher. Strengths, weaknesses, changes, and challenges are suggested and/or reinforced as a result of the observations. Midterm and final formal evaluations are conducted and shared with the teacher candidate, university supervisor, and the Director of Field Experiences.

The teacher candidate has the opportunity at the conclusion of the experience to evaluate the effectiveness of both the cooperating on-site teacher and the university supervisor. Such data have become useful in distinguishing the things that we ask him/her to do, his/her reaction to different personalities, and, on rare occasions, an assignment change. As the clinical practice experience is completed, each teacher candidate also will complete a self-evaluation.

COURSE/PROGRAM STRUCTURE

In this course/program, there are approximately 16 weeks of full-day student teaching. Each teacher candidate receives an assignment for a full semester in one or more of his/her endorsement areas. Regardless of the program, the teacher candidate follows the academic calendar of the school to which s/he has been assigned (14 weeks required = 70 days).

***Spring 2020 Creighton calendar is a total of 15 weeks. It is imperative teacher candidates begin when their cooperating school opens and stay until they have met the minimum required 70 days.**

University supervisors, all having direct classroom experience, visit the teacher candidates' classrooms a **minimum of five times** during the semester for observation and visitation with the teacher candidates and their cooperating teachers. The Nebraska Department of Education allows for two observations to be completed virtually, while the remaining three must be in person. Each of these visits must be documented observations/evaluations with reflections by the student teacher and the university supervisor. Other visit(s) may consist of the introductory visit within the first weeks of the placement, the midterm evaluation, and/or the final evaluation/closing visit during the last week the placement. ***The Nebraska Department of Education has allowed for the in-person visitations to be completed through the utilization of real-time video conferencing software (Zoom, MS Teams, Face Time, etc.). For this to occur and be counted, the software and camera placement must allow for a full classroom view where the university supervisor can see and hear interactions between the clinical practitioner and the students. This will also showcase movement around the classroom and proximity control. Once complete, a discussion can be had using this software as well. If schools are applying remote learning, university supervisors can complete observations by being included in class meetings and lessons as a participant or co-host in the meeting.**

THE CLINICAL PRACTICE EXPERIENCE

The primary goal of a sound clinical practice program is to provide a realistic experience in which prospective teachers might solidify and practice ideas and methods under professional guidance. The clinical practice experience requires a great deal of the teacher candidate. It is necessary for the teacher candidate to engage in many new activities that are both mental and physical in nature. S/He has the primary responsibility for planning and executing daily and long-range plans. The teacher candidate and cooperating teacher need to establish and maintain a supportive mentor-mentee relationship with a premium placed on ingenuity, creativity, and experience. This takes place in a context of interpersonal relationships with a number of people, resulting in new learning experiences for the teacher candidate both inside and outside the traditional classroom setting.

An effective clinical practice experience is a tremendous challenge. This is a new experience for the student, a very comprehensive and important period, and, as such, it may be an unsettling transition period. The most commonly asked question from both the cooperating teacher and the teacher candidate during the experience centers around timing and the student's assumption of responsibility; in other words, how much and how soon? In the paragraphs that follow, a series of sequentially staged experiences is discussed. These steps may serve as a working outline. However, cooperating teachers may find that each of the steps may be compressed or extended according to the readiness of the particular teacher candidate.

STEP I: INDUCTION

The teacher candidate becomes familiar with the classroom procedures and routines. Some of these activities might include: learning the names of the students, observing the students and their reactions during class, transitions from one classroom activity to another, specific techniques of presentation, demonstration, supervision and discipline. On a separate page entitled "Information for Cooperating Teachers," there is a list of informational ideas a cooperating teacher may wish to share with the teacher candidate. During this time, **frequent conferences are essential** to establishing a close, forthright relationship between the cooperating teacher and the teacher candidate.

STEP II: CLASSROOM INTEGRATION

Generally, after a short time, the teacher candidate is ready to assume a few of the administrative and procedural tasks of the classroom. Such tasks as roll-taking, grade recording, assisting in other routines, and non-instructional activities will bring the teacher candidate into closer contact with the pupils and will serve to build his/her self-confidence. Also, during this time, the teacher candidate should be ready to assume "bit-teaching" responsibilities. In bit-teaching situations, the teacher candidate is responsible for leading brief, instructional sessions in a specific learning activity. Bit-teaching determines readiness to assume full-time teaching responsibility.

During this phase, the teacher candidate and the cooperating teacher(s) should cooperatively plan bit-teaching and the first lessons/units for which the student will be responsible. This planning also should include long-range plans for the teacher candidate so that s/he can develop a perspective of her/his overall progression.

STEP III: INITIAL TEACHING

As soon as readiness is judged to be adequate, the teacher candidate is directed carefully in taking over responsible, full-time teaching with **detailed planning** and frequent cooperative evaluation. The cooperating teacher(s) should allot ample time for a very thorough, advance discussion of the teacher candidate's lesson plans prior to their presentation.

After these tentative trials and an intensive evaluation, the teacher candidate should begin to assume responsibility for teaching a subject (elementary) or a class session (secondary). It is recommended that subjects and classes be added to the teacher candidate's load only after s/he has gained command of the first responsibilities. The cooperating teacher continues to provide the necessary support in the form of approval of lesson plans, advance discussions, observation and evaluation, and constructive encouragement and criticism. The cooperating teacher must allow the clinical practitioner to flourish during this time and willingly trust them to take on responsibility without interruptions.

**If the school implements remote learning, teaching lessons should continue. This may occur through video conferencing software, the creation of online learning environments and/or lessons, or the gathering of paper and pencil packets with notes sheets and explanations provided for the students to continue to learn and grow.*

STEP IV: FULL TEACHING

Hopefully, within seven to eight weeks, but varying according to individual readiness, the student should assume a full teaching load within his/her schedule. As the term "full load" implies, the teacher candidate should perform **all** of the activities that surround the ongoing program of instruction, class management, and pupil observation.

During this stage of clinical practice, both the cooperating teacher and the teacher candidate should engage in frequent, highly specific evaluation sessions. **The teacher candidate should actively invite constructive criticism by encouraging the cooperating teacher to critique methods, planning and management.** The cooperating teacher needs to allow the teacher candidate to struggle as a learning process and resist the urge to step in and "save" the teacher candidate. Rather, cooperating teachers need to be present as a support should the candidate need assistance. The goal is for the teacher candidates to be the full-time teacher for **at least four weeks**, though we encourage more.

**Co-teaching is highly suggested for this full-time teaching period if remote learning is instigated. Once a remote learning system and schedule have been developed, the teacher candidate may again assume full responsibility. This may occur through video conferencing software, the creation of online learning environments and/or lessons, or the gathering of paper and pencil packets with notes sheets and explanations provided for the students to continue to learn.*

STEP V: PHASE-OUT

The phase-out period should occur in similar fashion (but reverse order) as the progress to full-time teaching. Cooperating teachers should gradually regain full-time teaching duties after the teacher candidate has taught full-time for at least four weeks. When a few weeks/days remain before clinical practice ends, and depending upon the desires of all parties, the teacher candidate might enter other areas of experience through observation of other school teachers or participation in school events/activities that may help them better understand the workings of a school system.

A teacher candidate may wish to experiment with new instructional methods. If so, s/he and the cooperating teacher may agree upon a series of experiences which will contribute to the growth of the teacher candidate and the pupils. The teacher candidate also may wish to pursue activities **outside** the assigned classroom by a structured program of observation or other activities that have been developed cooperatively which will aid in the candidate's growth.

**Further examples of a 16-week progression can be found in Appendix VII.*

EDU 593: CLINICAL PRACTICE SEMINAR

EDU 593 is the Education Department's required designated ethics course. As a Magis Core Ethics class, teacher candidates present a case study about one ethical issue they encountered during clinical practice or an assigned case study. Taken in conjunction with EDU 591: Clinical Practice, EDU 593 consists of a series of assignments and on-campus (**virtual**) seminars. Under the guidance of a master practitioner, candidates analyze, reflect on, and problem solve ethical issues that emerge in their clinical practice settings. Seminar topics include applying for certification, career preparation, interviewing, professional development, and discussion and exploration of teaching practices such as communicating with families, new technology, and achieving balance/wellness amid full-time teaching demands.

SECTION II: *Roles and Responsibilities*

THE CLINICAL PRACTICE CANDIDATE'S ROLE AND RESPONSIBILITIES

Clinical practice candidates are upper-level education students who have successfully completed pre-requisite courses and earned the opportunity to experience the full role and meaning of teaching in a school setting. Teacher candidates share with cooperating teachers the instructional responsibilities of a classroom, which includes working with colleagues, parents, and administrators as well as P – 12 students. They work under the guidance of cooperating teachers and with the supervision of university supervisors.

The clinical practice experience at Creighton University places priority on developing teacher candidates' abilities to become **reflective practitioners**. As a required field experience for teacher education students, the program will provide a time for learning, experimentation, critical analysis, and professional practice. In so doing, the student teacher will have certain growth expectations for knowledge, skills, and dispositions as outlined below.

KNOWLEDGE – The candidate will:

- bring to the teaching experience adequate knowledge in the areas of basic subject matter, human growth and development, and teaching strategies and procedures.
- develop an understanding of the role of administrators, teachers, lay people, support staff, and the board of education in determining school policies and in decision making.
- read the school policy manual/handbook to be familiar with essential information to comply with all school, system, and building regulations which regularly employed teachers are expected to adhere to and observe.
- analyze classroom interactions to determine the degree of participation by the various members of the class and alter such interactions if deemed appropriate.
- observe a variety of classes (unique programs, exemplary teachers, varied levels, etc.). Check with the cooperating teacher and/or the building principal as to whom you might observe.

SKILLS – The candidate will:

- plan all work and submit plans to the cooperating teacher and the university supervisor (if required) prior to teaching a lesson. Include, when necessary, safety rules for the pupils to follow and any accommodations.
- attempt a variety of teaching techniques (discovery, problem solving, lecture, simulations, discussion, independent learning, games, demonstrations, etc.) in an effort to discover and develop a personal style of teaching. If needed, set short-term goals for improvement of communication skills (voice quality and projection, non-verbal skills, use of media, opening motivators and closure, etc.).
- experience the use of varied media in the instructional process. Prepare bulletin boards and displays to accompany and enhance ongoing classroom work.
- participate in one or more extra-curricular activities including parent-teacher conferences, if available. If given an opportunity, share in the preparation of formal pupil progress reports to parents.
- assume responsibilities in identifying student needs. If necessary, provide alternative methods for non-readers or other special needs children so they may obtain the required information from the printed page.
- design varied tests and/or evaluation procedures. Then select, use, and interpret objective data and records in understanding and guiding pupil growth. Follow up with appropriate remedial or “challenge” lessons.
- complete other tasks and activities as directed by the cooperating teacher and/or university supervisor which are appropriate for a particular student teaching situation.
- assume supervisory responsibilities (playground, corridors, lunchrooms, buses, school events, etc.) along with the cooperating teacher.
- interact with non-teaching personnel (custodians, secretaries, nurses, cooks, etc.), and discover how all must relate effectively within the school setting.

- interact with pupils in informal situations (playgrounds, corridors, school functions, library, study hall, lunchroom, etc.).

DISPOSITIONS – The candidate will:

- display a highly professional attitude with respect to confidential information about children and youth and with respect to relationships and practices with colleagues and the respective educational systems.
- adhere to the code of ethics and abide by patterns of conduct and dress expected of education professionals.
- display enthusiasm and interest in all phases of the teaching experience.
- be punctual; report on time for all school appointments and duties including school meetings and functions required of other teachers and staff.
- place teaching duties and responsibilities ahead of personal desires.
- strive to exemplify the attitudes and actions of a teacher rather than those of a student.
- demonstrate responsibility in accepting and completing assigned tasks.
- accept constructive feedback and engage in regular self-appraisal.
- contact cooperating teacher and university supervisor if illness prevents attendance and turn in appropriate form to the university supervisor.
- remember that the cooperating teacher is legally responsible for the class and that the student teacher should assume no authority that has not been delegated by the cooperating teacher.

THE COOPERATING TEACHER'S ROLE & RESPONSIBILITIES

The cooperating teacher is a practiced master teacher who teaches children/youth and guides and supervises a teacher candidate in all professional experiences. They provide appropriate professional experiences for their teacher candidate and help gather objective data on the candidate's teaching effectiveness. The cooperating teacher is the initial, and often the indirect lifelong, mentor of the teacher candidate during the clinical practice. The tasks and responsibilities detailed below are not intended to be all-inclusive but only representative.

The cooperating teacher should:

- be willing to work with a teacher candidate as part of an instructional team.
- confer frequently with the teacher candidate concerning evaluation of his/her work and future plans.
- help the teacher candidate relate the theory to practice.
- clarify the philosophy and goals of teaching with the teacher candidate. Explain and demonstrate how classroom management is governed according to this philosophy.
- prepare short and long-term plans for the teacher candidate to assume full classroom responsibilities.
- allow the teacher candidate to first work with individual students and small groups and gradually assume the responsibility for the entire class. (In a sixteen-week placement, it is suggested that the responsibility for teaching the entire class would encompass a period of at least four weeks.)
- share helpful information about each student, including the cultural background of his/her students.
- discuss with the teacher candidate the expected appropriate behaviors within his/her respective classrooms, school buildings, and in conjunction with the responsibilities described in the teacher candidate section.

- write a letter to the parents providing an introduction of the teacher candidate and the necessity and function of the clinical experience.
- prepare his/her pupils for the arrival of the teacher candidate emphasizing the fact that this will be a teaching team with the teacher candidate having an authoritative position.
- help establish good rapport between the teacher candidate and other school personnel.
- orient the teacher candidate to the school building, regulations, use of machines, materials and supplies.
- acquaint the teacher candidate with audio-visual equipment in the school, the procedures for securing supplies needed for instruction, and give the necessary help to ensure effective use of technology and supplies.
- orient the teacher candidate to expected mannerisms within the school and among faculty/staff members.
- describe the racial make-up of the school, the economic and social conditions of the neighborhood, specific accommodations within the school, busing schedule, etc.
- assist the teacher candidate during the first full week when observation is the norm by providing an observation guide and/or specific items to observe/do that will help make this time valuable.
- provide the teacher candidate with seating charts or some means for him/her to become familiar with the names of the students with whom s/he will be working.
- orient and assist the teacher candidate with general classroom management.
- discuss the type of lesson plan desired.
- provide a desk, file drawer space, and a secure place for coats and belongings.
- set up specific procedures for conferencing.
- encourage the teacher candidate to observe ways in which to enrich the curriculum by bringing outside materials from the curriculum laboratory or other sources into the classroom.
- inform the principal and the university supervisor **promptly** should the teacher candidate encounter serious problems so we can work together towards a possible resolution.
- complete the necessary evaluations of the teacher candidate's performance.
- complete other forms as requested by the university.

THE PRINCIPAL'S ROLE & RESPONSIBILITIES

The principal is the administrator for a given building or buildings. S/He is responsible for what happens in her/his respective building(s). S/He works directly with the teachers and the staff in her/his respective building(s). A teacher candidate should be considered another teacher in his/her building(s) and is expected to function in a similar capacity.

Regarding teacher candidates per se, the principal should:

- approve or reject any cooperating teacher or teacher candidate assigned to the school.
- orient the professional and support staff and the school community to the teacher candidates and facilitate the acceptance of teacher candidates by the faculty of the school they are doing their clinical practice.
- confer with teacher candidates individually or in groups concerning the philosophy of the school and provide them with appropriate school district policy and/or procedure manuals.

- explain all school policies thoroughly, including the philosophy of the school, disciplinary responsibilities, liability provisions and insurance protection, staffing and referral procedures, special teachers, length of the school day, holidays, parent conferences and the reasons for them, the duties of the department chairs (if appropriate), fire drills, tornado drills, cafeteria procedures, etc.
- acquaint teacher candidates with special services provided for pupils.
- indicate which staff meetings, professional meetings, and committee meetings are open to teacher candidates and invite them to attend.
- encourage teacher candidates to attend parent-teacher conferences and similar meetings.
- make possible a program of direct experiences for teacher candidates through which they may be guided toward a better understanding of what constitutes good teaching.
- provide for a sharing of experiences giving teacher candidates an overall view of the total school program.
- remain informed about the progress of the teacher candidates through visits with cooperating teachers and/or university supervisors.

THE UNIVERSITY SUPERVISOR'S ROLE & RESPONSIBILITIES

University supervisors of teacher candidates are faculty members at Creighton University. They spend time in school settings working with teacher education students, and they share, with cooperating teachers, the responsibility for the professional growth of teacher candidates. The university supervisor works collaboratively with school personnel in designing and implementing the most appropriate and effective experiences for each student teacher.

The university supervisor has the responsibility to:

- maintain open communication and personal relationships with teacher candidate(s) and cooperating teacher(s).
- inform the cooperating teacher(s) of any university expectations, including due dates for reports, conferences, and/or evaluations.
- assist the cooperating teacher(s) in planning learning experiences and performing other supervisory responsibilities when necessary.
- observe the teacher candidate in school activities and keep informed of the student's progress. University supervisors, all having direct classroom experience, visit the teacher candidates' classrooms a minimum of **five** times during the semester for observation and conversation with the student teachers and their cooperating teachers. Each of these five visits must be documented observations/evaluations with reflections by the student teacher and the university supervisor. Other visits are strongly encouraged and may consist of the introductory visit within the first weeks of the placement, the midterm evaluation, and/or the final evaluation/closing visit during the last week of the placement. **The use of one or two electronic observations may be used in lieu of face-to-face observations.**
 *The Nebraska Department of Education has allowed for the in-person visitations to be completed through the utilization of real-time video conferencing software (Zoom, MS Teams, Face Time, etc.). For this to occur and be counted, the software and camera placement must allow for a full classroom view where the university supervisor can see and hear interactions between the clinical practitioner and the classroom students. This will also showcase movement around the classroom and proximity control. Once complete, a discussion can commence in which the university supervisor and clinical practitioner discuss the observation. If schools are applying remote learning, university supervisors can complete observations by being included in class meetings and lessons as a participant or co-host in the meeting.
- participate in at least one conference with the teacher candidate and his/her cooperating teacher(s).

- complete and submit at least five observation reports, a mid-term evaluation, and a final evaluation. Each submission should report on the strengths and/or weaknesses of the teacher candidate. All reports and evaluations should be submitted to the Director of Field Placements.
- read, reflect on, score, and provide constructive comments for each teacher candidate's weekly journal submissions through BlueLine.
- serve as a resource to the cooperating teacher, teacher candidate, principal and other building personnel.

SECTION III: *Legal, Ethical, and General Information for the Teacher Candidate*

LEGAL STATUS OF THE TEACHER CANDIDATE IN NEBRASKA

LEGISLATIVE BILL 175

Approved by the Governor, March 1, 1971

Introduced by Fern Hubberd Orme, 29th District; Gerald Stromer, 36th District

An act relating to education; to define terms; to provide for the student teachers or interns as prescribed; and to provide duties.

Be it enacted by the people of the State of Nebraska.

Section 1. As used in this act, student teacher or intern shall mean student enrolled in an institution of higher learning approved by the State Board of Education for teacher training and who is jointly assigned by such institution of higher learning and a board of education to student teach or intern under the direction of a regularly employed certificated teacher under the rules and regulations of such board of education and any other part of the school program for which either the cooperating teacher or the principal is responsible.

Section 2. A student teacher or intern under the supervision of a certified teacher, principal, or other administrator shall have the protection of the laws accorded the certificated teacher, principal or other administrator and shall, while acting as such student teacher or intern, comply with all rules and regulations of the local board of education and observe all duties assigned certificated teacher.

Section 3. It shall be the responsibility of a cooperating teacher with the principal or other administrator and the representative of the teacher preparation institution, to assign to the student teacher or intern responsibilities and duties that will provide adequate preparation for teaching.

Section 4. Whenever in this act, board of education is referred to and the school that a student teacher or intern is referred to does not have a board of education, such terms shall be the person or the governing body that administers such a school.

SELECTED NEBRASKA SCHOOL LAW (ACCESS TO FILES)

79-4, 156. Any teacher, administrator, or full-time employee of any public school district shall, upon his request, have access to his personnel file maintained by the district and shall have the right to attach a written response to any item in such file, and he may in writing authorize any other person to have access to such file, which authorization shall be honored by the district. Such access and right to attach a written response shall not be granted with respect to letters of recommendation solicited by the employer which appear in the personnel file. No other person shall be granted access to such file nor shall the contents thereof be divulged in any manner to any authorized person.

79-4, 157. Any pupil in any public school, his parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning him. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All such files or records shall be so maintained as to separate academic and disciplinary matters and all disciplinary material shall be removed and destroyed upon the pupil's graduation or after his continuous absence from the school for a period of three years, and after authorization, is given by the State Records Board pursuant to section 84-1201 to 84-1220.

STANDARDS OF ETHICAL PROFESSIONAL PRACTICE

TITLE 92, NEBRASKA ADMINISTRATIVE CODE, CHAPTER 27

Section 004 Standards of Ethical and Professional Performance for Holders of Public School Certificates

The following standards apply to all holders of public school certificates.

27.02 Preamble: The educator shall believe in the worth and dignity of human beings.

Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this chapter.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in Nebraska with respect to ethical and professional conduct and are, therefore, declared to be the criteria of ethical and professional performance adopted pursuant to the provisions of Section 79-1282 R.R.S. for holders of public school certificates.

If the certificate holder is employed in a nonpublic school, that context shall be taken into account in the application of these standards.

004.02 – Principle I – Commitment as Professional Educator: Fundamental to the pursuit of high educational standards is the maintenance of a professional possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the educator’s contractual and professional responsibilities, the educator:

004.02A Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

004.02B Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.

004.02C Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.

004.02D Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.

004.02E Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.

004.02F Shall not sexually harass students, parents or school patrons, employees, or board members.

004.02G Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.

004.02H Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.

004.02I Shall report to the Commissioner any known violation of 004.02G, 004.04E, or 004.05B of this chapter.

004.02J Shall seek no reprisal against any individual who has reported a violation of this chapter.

004.03 – Principle II – Commitment to the Student: Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

004.03A Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.

004.03B Shall not deliberately suppress or distort subject matter for which the educator is responsible.

004.03C Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

004.03D Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.

004.03E Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.

004.03F Shall not tutor for remuneration students assigned to his or her classes unless approved by the local board of education.

004.03G Shall not discipline students using corporal punishment.

004.04 Principle III – Commitment to the Public: The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of and confidence in the rule of law, a respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

004.04A Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.

004.04B Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.

004.04C Shall neither offer nor accept gifts or favors that will impair professional judgment.

004.04D Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.

004.04E Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.

004.04F Shall, with reasonable diligence, attend to the duties of his or her professional position.

004.05 Principle IV – Commitment to the Profession: In the belief that the quality of the services to the education professional directly influences the nation and its citizens, the educator shall exert very effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

004.05A Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

004.05B Shall not misrepresent his or her professional qualifications, nor those of colleagues.

004.05C Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

004.06 Principle V – Commitment to the Professional Employment Practices: The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

004.06A Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.

004.06B Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.

004.06C Shall give prompt notice to the employer of any change in availability of service.

004.06D Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.

004.06E Shall not assign to unqualified personnel, tasks for which an educator is responsible.

004.06F Shall permit no commercial or personal exploitation of his or her professional position.

004.06G Shall use time on duty and leave time for the purpose for which intended.

CODE OF ETHICS FOR THE CATHOLIC SCHOOL TEACHER

The professional conduct of every educator affects attitudes about the teaching profession and Catholic education. Aware of the importance of maintaining the confidence of students, parents, colleagues, and the Church community, Catholic educators strive to sustain the highest degree of ethical conduct.

COMMITMENT TO STUDENTS

Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Since the Christian vocation is a call to transform oneself and society with God's help, the educational efforts of the Church must encompass the twin purposes of personal sanctification and social reform in light of Christian Values.

(To Teach as Jesus Did)

The Catholic educator makes the well-being of students the foundation of all decisions and actions. Therefore, the Catholic educator:

- Provides educational assistance with respect and reverence for each student.
- Preserves the student's right to privacy by judiciously protecting information that is confidential.
- Protects students when their well-being is threatened by unsafe, incompetent, unethical, or illegal actions of any person – student or adult.

COMMITMENT TO THE MINISTRY OF TEACHING

Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and building of community. Community is central to educational ministry both as a necessary condition and an ardently desired goal. The educational efforts of the Church must therefore be directed to forming persons-in-community; for the education of the individual Christian is important not only to his (or her) solitary destiny but also the destinies of the many communities in which he (or she) lives. (To Teach as Jesus Did)

The Catholic educator performs teaching responsibilities with diligence and integrity. Therefore, the Catholic educator:

- Enhances self-competence by continuing education to increase knowledge and skills.
- Fosters a philosophy of education which encourages lifelong learning.
- Promotes professionalism by respecting and preserving the privacy and dignity of colleagues.
- Upholds the authority of the parish when communicating with parents, students, and the community.

COMMITMENT TO THE COMMUNITY

The success of the Church's educational mission will also be judged by how well it helps the Catholic community to see the dignity of human life with the vision of Jesus and involve itself in the search for solutions to the pressing problems of society. Christians are obliged to seek justice and peace in the world. Catholics individually and collectively should join wherever possible with all persons of good will in the effort to solve problems in ways which constantly reflect Gospel values. (To Teach as Jesus Did)

The Catholic educator believes the Catholic community is both an agent of appropriate change and a preserver of basic tradition. Therefore, the Catholic school educator:

- Regards the learning community as an integral part of the parish and a vital force for preparing future Church and civic leaders.
- Develops peacemaking strategies that reflect Christian problem-solving techniques.
- Designs and develops age-appropriate activities that foster leadership within the school community.
- Challenges students to respond to the needs of the time and live out their Christian virtues.

[Code of Ethics developed by the Department of Elementary Schools, National Catholic Educational Association, through the special efforts of Chairperson Ms. Ann Pizelo, Sr. Mary Theo O'Meara, B.V.M., Mrs. Mary Piotrowski, and Sr. Mary Peter Traviss, O.P.] 1999 National Catholic Education Association, Department of Elementary Schools, 1077 30th Street, N.W., Suite 100, Washington, D.C. 20007-3852.

ATTENDANCE POLICIES

Teacher candidates will begin when their cooperating teachers begin their school year and follow their assigned school and/or district schedules once the clinical practice experience begins. Friday of “Dead Week” at Creighton University (the week before final exams) is the last day students must report to their assigned clinical practice classroom. Illness should be the only excused absence. In case of such absence, candidates must notify their cooperating teacher/school and their university supervisor. If candidates miss more than a total of **three** days during the semester, time will have to be made up at the end of the semester. Teacher candidates are expected to be of service for the full teaching day and in-service days. As a means of tracking for certification, candidates need to keep physical track of their days and activities and turn in their completed calendar/log at the end of their experience to the Director of Field Experiences and Certification.

*** If schools return to remote/online learning at any point throughout the semester, clinical practice candidates are expected to continue planning, teaching, and completing other duties of the classroom teacher.**

ABSENCES

Teacher candidates are responsible for notifying the cooperating on-site teacher(s), university supervisor, and, if necessary, the building principal when they are unable to meet their student teaching assignments. If the teacher candidate is forced to be absent from his/her assignment and knows in advance, every effort must be made to make necessary arrangements including substitute lesson plans for the cooperating or substitute teacher. Excessive absences must be made up by the teacher candidate. Generally, no more than three absences will be allowed. If poor attendance should become a concern, the result could be removal from the clinical experience site and a failing grade for EDU 591. Attendance in EDU 593 is mandatory. Teacher candidates need to plan ahead to accommodate the seminar meetings when completing their lesson plans. Substitute plans will need to be made for any lessons the candidate will be unable to teach.

***If a teacher candidate requires quarantine, all attempts must be made to continue planning, teaching, and carrying out other educational duties. Absences will be flexible during COVID-19 pandemic times. Maintain a calendar/log of activities performed throughout.**

PARENT-TEACHER CONFERENCES

Candidates are **required** to attend the scheduled parent-teacher conferences for their school. This is invaluable experience! Let the Director of Field Experiences know when conferences will be held in order to plan seminar dates.

***If schools engage in remote learning and conferences, participation in conferences is still required.**

JOB INTERVIEWS

Candidates are encouraged to make arrangements for late afternoon (after school hours) interviews during the clinical experience professional semester.

EXTRA-CURRICULAR PARTICIPATION

Candidates participating in extra-curricular activities such as athletics must do their clinical practice in the “off-semester,” i.e., baseball in spring, soccer in fall. When the activity encompasses two semesters, the student must decide which semester will be used and be willing to extend the clinical practice semester if needed to meet the certification requirements for total weeks.

SUBSTITUTE TEACHING

Candidates are allowed to substitute teach during clinical practice so long as the following guidelines are followed:

- a. Candidates must apply for and receive a local substitute permit or an alternative teaching permit through the NDE.
- b. A maximum of 10 days is allowed with only 5 days being outside the assigned Clinical Practice classroom.
- c. Candidates must be substitute teaching in their assigned Clinical Practice classroom when at all possible.

***During COVID, there is a shortage of substitute teachers available. The 10 day maximum may be adjusted if needed by the school, but all effort needs to go towards staying in the assigned classroom for the comfort and overall learning experience of the students.**

PRAXIS II SUBJECT EXAM

Candidates are encouraged to take the exam outside of the school day. This exam will take approximately 3 – 4 hours. If it is taken during the school day, candidates need to return to the school to continue their teaching duties.

INITIAL INFORMATION TEACHER CANDIDATES SHOULD SEEK ABOUT THEIR PLACEMENTS

The following list should not be construed to be all-inclusive nor that all items are appropriate for all situations.

I. Introduction

- A. Share information about teacher candidate's background with school personnel
- B. Ask professional information about the cooperating teacher and other "colleagues"

II. School

- A. Mission
- B. Rules and administrative procedures: reporting/learning time, bus times, budget for materials, etc. – **daily health screenings, how to report symptoms, procedures if COVID exposure has occurred**
- C. Parking
- D. Personal identification
- E. Floor plan
- F. Faculty, paraprofessionals and other personnel
- G. Fire, tornado, and other safety drills
- H. Daily schedules – **including online remote learning if required for students**
- I. Assembly schedules

III. Class(es)

- A. Curriculum goals and objectives
- B. Classroom rules and procedures
- C. Routine practices
- D. Instructional materials
- E. Technology resources – **programs/resources utilized for remote learning**
- F. Daily teaching schedule
- G. Schedule of special responsibilities
- H. Parent-teacher conferences dates and procedures
- I. Extra-curricular and out-of-classroom duties

IV. Community

- A. Background
- B. Parent expectations from and interactions with the school
- C. Resources and opportunities outside of the school building
- D. Challenges and initiatives to address them – **remote learning options**

SECTION IV: *Observation and Evaluation of Teacher Candidates*

OBSERVATIONS USING A SUPERVISORY CONFERENCE CYCLE

Creighton University’s clinical practice experience is built around the concept of continuous evaluation. It is extremely important that the cooperating teacher and the university supervisor share in the continuous evaluation of the teacher candidate. Objective, defensible and growth-promoting evaluation is based on the process of data collection. Gathering and using information helpful to the teacher candidate requires diligent professional attention that will be given to the supervisory conference cycle. This all-important cycle begins with formal and informal observations of the student teacher in action. Through the use of a variety of data collection tools, the university supervisor and the cooperating teacher collect objective information that can be extremely valuable in helping the candidate grow. The supervisory conference cycle is completed when a formal or informal conference is held to discuss what has been observed.

Systematically observing, analyzing and reflecting on collected data, and providing feedback to the teacher candidate are the most important responsibilities a cooperating teacher has during clinical practice experience. By meeting observation and conference responsibilities, the cooperating teacher helps the teacher candidate reflect on teaching effectiveness, classroom management, and the development of self-evaluation skills. The cooperating teacher should hold **weekly** conferences in addition to **daily** informal conversations. The university supervisor should hold similar conferences before and after each formal observation and at mid-term and final benchmarks. Information sharing between the cooperating teacher and the university is critical.

The following tips will help to ensure effective conferences:

- Maintain and use observation notes during conference to stimulate recall of teacher candidate’s performance.
- Each person approach the conference with an open-mind, ready to share and listen to various viewpoints.
- Maintain mutual trust and respect between those involved.
- Clearly define purposes for each conference and examine and discuss progress from conference to conference.
- Ensure conferences are private and conducted out of the presence of pupils and/or other faculty. Confidentiality is professional and necessary for establishing the mutual trust and respect previously mentioned.

Throughout the entire supervisory conference cycle, the teacher candidate should be apprised of his/her progress and performance both verbally and in writing. These practices should facilitate the final evaluation process. Cooperating teachers must be fully aware of and understand all the evaluation criteria, paying particular attention to the information on midterm and final evaluations.

GRADING GUIDELINES FOR UNIVERSITY SUPERVISORS OF TEACHER CANDIDATES

The university supervisor is the individual who assigns the midterm and final grade. The supervisor evaluates the teacher candidate’s performance, planning skills, promptness, professional demeanor, acceptance of responsibilities, and other indicators of professional knowledge, skills, and dispositions in order to assign grades.

The midterm grade will be based on the teacher candidate’s performance during the first half of the semester. The final grade will be based on overall clinical practice performance and the final evaluation process. The Clinical Practice **midterm and final evaluations** are to be completed by the teacher candidate, cooperating teacher and the university supervisor.

The evaluation of a teacher candidate is a continuous process during the student’s experiences. Conferences are held regularly with the university supervisor and with the cooperating teacher. **Strengths, weaknesses, and changes are suggested and/or reinforced as a result of the observations and conferences.** Midterm and final formal evaluations are conducted and shared with the final grade being determined by performance and reflection judged by the cooperating teacher and university supervisor.

| Undergraduate | | | | Graduate | |
|---------------|---------|----|--------|----------|-----------|
| A | 100-97% | C+ | 82-80% | A | 100 – 94% |
| A- | 96-92% | C | 79-77% | B | 93 – 86% |
| B+ | 91-89% | C- | 76-74% | C | 85 – 78% |
| B | 88-86% | D | 73-65% | F | < 78% |
| B- | 85-83% | F | <65% | | |

UNIVERSITY SUPERVISOR OBSERVATION FORM

This form is modified for the handbook. The actual form is two pages, both on no-carbon required (NCR) paper so supervisors leave copies of their notes with candidates after each regular or routine observation. Each form needs to be filed with the Director of Field Experiences.

Creighton University Education Department Teacher Candidate Observation Form*

Name: _____ Date: _____ Time: _____ Grade: _____ Topic: _____ (Page 1 of 2)

Student Development

- _____ Takes into account students' prior learning, learning needs, interests, and student diversity
- _____ Considers educational theory, child development, history, philosophical foundations and classroom dimensions as teaching occurs
- _____ Uses vocabulary appropriate to students' age, background and interests

Learning Differences

- _____ Is culturally sensitive in communication and instruction _____ Changes pace as appropriate
- _____ Uses materials and multicultural perspectives and respects all groups _____ Employs differentiation strategies
- _____ Uses names and areas of interest to stimulate participation

Learning Environment

- _____ Uses physical movement/proximity control _____ Reinforces positive behavior
- _____ Implements established behavior management system _____ Transitions between activities smoothly
- _____ Meets unusual situations with a calm demeanor

Content Knowledge

- _____ Demonstrates knowledge and skills in the subject matter
- _____ Incorporates a variety of appropriate resources and instructional strategies
- _____ Organizes content into appropriate instructional components and sequences

Application of Content

- _____ Understands how to connect concepts and use differing perspectives
- _____ Structures lessons to support and deepen learning
- _____ Engages critical thinking, creativity, and collaborative problem solving related to authentic local and global issues

Assessment

- _____ Assesses student learning using both formative and summative measures _____ Offers positive/constructive criticism
- _____ Checks for understanding frequently _____ Provides timely and effective feedback

Planning for Instruction

- _____ Prepares detailed lesson plans for all lessons taught _____ Obtains and organizes equipment/materials
- _____ Selects and organizes material so planning and purpose are evident _____ Integrates technology into the lesson
- _____ Uses student performance data over time to inform decisions to meet their needs

Instructional Strategies

- _____ States purpose/objective of lesson clearly _____ Uses clear, fluent, correct spoken and written language
- _____ Displays clear, articulates agenda for lesson _____ Provides closure and plan for follow-up
- _____ Provides clear directions, instructions, and explanations _____ Uses technology for instruction, assessment and reporting
- _____ Uses relevant, interesting subject matter and activities _____ Asks effective questions at different cognitive levels
- _____ Varies grouping formats (small, whole, flex, independent practice)

Professional Learning and Ethical Practices

- _____ Demonstrates flexibility and adaptability in daily practices _____ Displays maturity and professional judgment
- _____ Uses professional, community, and technology resources, in and out of school _____ Accepts and acts upon constructive feedback
- _____ Exemplifies professional decorum (punctuality, confidentiality, attire, speech, etc.)

Leadership and Collaboration

- _____ Establishes positive relationships and a classroom climate based on mutual trust and respect
- _____ Assumes responsibility for and directs student learning toward high expectations
- _____ Participates in collaborative opportunities and uses advice and support to meet students' needs
- _____ Uses ongoing communication with families and community to support student development
- _____ Contributes to a positive school culture by developing relationships with colleagues

Ignatian/Jesuit Charisms

- _____ Is aware of individual differences and strategies to reduce inequity _____ Strives toward excellence in self and others
- _____ Models compassion for the physical, emotional, and social well-being of others _____ Makes effective moral and ethical decisions

Feedback on Professional Growth (Page 2 of 2)

General Observations of the lesson:

Strengths:

Suggestions/Areas for Growth:

Teacher Candidate's Signature _____ Supervisor's Signature _____ Date _____
 School: _____ Observation # _____ Date of next observation: _____

THIRD WEEK OF STUDENT CONTACT REPORT

This report is modified for the handbook. The actual report is electronic so the Director of Field Placements has each report from teacher candidate and mentor teacher at the three week benchmark.

**THIRD WEEK OF STUDENT CONTACT
TEACHER CANDIDATE PROGRESS REPORT**

Name of teacher candidate _____ Name of cooperating teacher _____

Please complete this form and return it to the Director of Field Placements at the end of the third week of student contact.

The following experiences have occurred in the past three weeks (check all those that apply):

- _____ 1. Observed supervising teacher and discussed those observations.
- _____ 2. Learned the names of the students.
- _____ 3. Read and discussed the school policy manual and/or room policies.
- _____ 4. Has begun planning for taking responsibility for some parts of the classroom routines.
- _____ 5. Aided students during supervised study time.
- _____ 6. Assumed minor responsibilities, such as distributing materials, opening exercises, teaching a short concept or skill drill, etc.
- _____ 7. Became acquainted with building staff, teachers, and administrators.

Please mark the appropriate level of proficiency for the first three weeks of the student teaching experience.

| | Advancing | Developing | Beginning |
|---|-----------|------------|-----------|
| Level of comfort and overall confidence in the classroom setting | | | |
| Attendance and punctuality | | | |
| Ability to build relationships with students | | | |
| Written and oral communication skills | | | |
| Cooperation and responsibility with any assigned tasks | | | |
| Level of enthusiasm | | | |
| Managing student behavior or classroom management | | | |
| Desire to develop lesson plans | | | |
| Showing interest or inquiring about instructional strategies | | | |
| Displaying professionalism | | | |
| Demonstrating knowledge of content, curriculum, assessment and pedagogy | | | |
| Ability to collaborate | | | |

Comments:

Signature of student teacher _____

MIDTERM AND FINAL EVALUATION RUBRIC

This form is modified for the handbook. The actual rubric is electronic so the Director of Field Placements has each report from teacher candidate, mentor teacher, and university supervisor at both midterm and final benchmarks.

Nebraska Clinical Practice Rubric

Teacher Candidate:

Updated Dec. 2017

For Office use only: CT/ TC/ US

Evaluator's Name:

Evaluator's Role:

Date:

Select the cell in each row, which best describes performance. At midterm, the goal would be for student teachers to be performing at Developing or Proficient. If performance is scored "Below Standard," please be in communication with the coordinator of field experiences.

| | Advanced | Proficient | Developing | Below Standard |
|---|--|---|--|--|
| <p>Uses knowledge of students to meet needs</p> <p>Standard 1 Learner Development InTASC 1; CAEP 1.1</p> <p><i>Creighton Charism/Core Value Men & Women for & With Others</i></p> | Uses data about students and their development to adjust teaching and build on student strengths resulting in student learning. | Uses data about students and their development to adjust teaching. | Collects data about students and their development but does not adjust teaching. | Lacks evidence of data collection and use related to students and their development. |
| <p>Differentiates instruction to meet student needs</p> <p>Standard 2 Learner Differences InTASC 2; CAEP 1.1</p> <p><i>Creighton Charism/Core Value Men & Women for & With Others</i></p> | Identifies students' needs for differentiation and responds with individualized instruction, flexible grouping, and varied learning experiences to include bringing multiple perspectives and cultural resources to the discussion of content. | Identifies students' needs for differentiation and responds with individualized instruction, flexible grouping, and varied learning experiences. | Identifies students' needs for differentiation. | Does not identify students' needs for differentiation. |
| <p>Promotes a positive classroom environment through clear expectations</p> <p>Standard 3 Learning Environments InTASC 3; CAEP 1.1</p> | Communicates and reinforces clear task and behavior expectations to students, develops routines that support expectations and minimizes the loss of instructional time. | Communicates and reinforces clear task and behavior expectations to students and follows routines that support expectations for the learning environment. | Communicates and reinforces clear task and behavior expectations to students. | Attempts to communicate and reinforces clear task and behavior expectations to students. |
| <p>Uses accurate content and academic vocabulary</p> <p>Standard 4 Content Knowledge InTASC 4; CAEP 1.1</p> | Communicates accurate content, uses academic vocabulary correctly, provides relevant opportunities for students to demonstrate understanding and uses knowledge of common misconceptions to create accurate understanding in the content area. | Communicates accurate content, uses academic vocabulary correctly and provides relevant opportunities for students to demonstrate understanding. | Communicates content and uses academic vocabulary, yet does not consistently provide relevant opportunities for students to demonstrate understanding. | Communicates inaccurate content, academic vocabulary and/or provides irrelevant opportunities for students to demonstrate understanding. |
| <p>Engages students in critical thinking and collaborative problem solving</p> <p>Standard 5 Application of Content InTASC 5; CAEP 1.1</p> | Links concepts to help students make connections and engages students in applying methods of inquiry in the discipline to engage learners in critical thinking. | Links concepts to help students make connections and engages students in applying methods of inquiry in the discipline. | Links concepts to help students make connections in the discipline. | Does not assist students in making connections in the discipline. |

| | | | | |
|--|--|--|---|---|
| <p><i>Develops literacy and communication skills through content</i></p> <p>Standard 5 Application of Content InTASC 5; CAEP 1.1</p> | <p>Engages students to utilize literacy and communication skills from a variety of resources and perspectives to address targeted purposes and audiences.</p> | <p>Engages students to utilize literacy and communication skills by accessing a variety of resources and perspectives to show understanding of content.</p> | <p>Engages students in developing literacy and communication skills.</p> | <p>Provides few opportunities for students to develop literacy and communication skills.</p> |
| <p><i>Uses classroom assessment</i></p> <p>Standard 6 Assessment InTASC 6; CAEP 1.1</p> | <p>Uses classroom formative and summative assessments that match objectives and inform instructional decisions to guide implementation of differentiated instructional strategies to include designing and/or adapting interventions as a result.</p> | <p>Uses classroom formative and summative assessments that match objectives and inform instructional decisions to guide implementation of differentiated instructional strategies.</p> | <p>Uses classroom formative and summative assessments that match objectives and inform instructional decisions.</p> | <p>Uses classroom formative and summative assessments but may not match objectives and/or inform instructional decisions.</p> |
| <p><i>Assesses for learning</i></p> <p>Standard 6 Assessment InTASC 6; CAEP 1.1</p> <p><i>Creighton Charism/Core Value Men & Women for & With Others</i></p> | <p>Uses student performance data and knowledge of students to identify interventions that support and/or advance learning through a series of differentiated assessment practices that positively impact learning.</p> | <p>Uses student performance data and knowledge of students to identify interventions that support and/or advance students to positively impact learning.</p> | <p>Uses student performance data and knowledge of students to identify interventions that support students.</p> | <p>Does not use student performance data and/or knowledge of students to identify interventions that support students.</p> |
| <p><i>Plans for instruction</i></p> <p>Standard 7 Planning for Instruction InTASC 7; CAEP 1.1</p> | <p>Sequences learning experiences linked to the learning objectives, performance tasks and assessments to provide multiple ways for students to demonstrate knowledge and skills to include using data to adjust for recurring learning needs throughout planning.</p> | <p>Sequences learning experiences linked to the learning objectives, performance tasks and assessments to provide multiple ways for students to demonstrate knowledge and skills.</p> | <p>Sequences learning experiences linked to the learning objectives, performance tasks and assessments.</p> | <p>Provides little or no evidence of sequenced learning experiences and/or experiences are not linked to the learning objectives, performance tasks and/or assessments.</p> |
| <p><i>Incorporates digital tools into instruction</i></p> <p>Standard 8 Instructional Strategies InTASC 8; CAEP 1.1</p> | <p>Designs or adapts relevant learning experiences that incorporate digital tools and resources to promote student learning and creativity.</p> | <p>Provides relevant learning experiences that incorporate digital tools and resources to promote student learning and creativity.</p> | <p>Provides relevant learning experiences that incorporate digital tools to stimulate interest.</p> | <p>Provides learning experiences that incorporate digital tools infrequently or ineffectively.</p> |
| <p><i>Uses research-based instructional strategies</i></p> <p>Standard 8 Instructional Strategies InTASC 8; CAEP 1.1</p> | <p>Uses a broad range of evidence-based strategies to support learning in the content area, poses questions that elicit student thinking about information and concepts to build critical thinking skills.</p> | <p>Uses evidence-based strategies to support learning in the content area and poses questions that elicit student thinking and support critical thinking skills.</p> | <p>Uses evidence-based strategies to support learning in the content area and poses questions that elicit student thinking.</p> | <p>Uses strategies and poses questions.</p> |
| <p><i>Uses engagement to enhance learning</i></p> <p>Standard 8 Instructional Strategies InTASC 8; CAEP 1.1</p> | <p>Organizes and manages the learning environment for student engagement and personal accountability using strategies that provide opportunities for students to process and articulate new knowledge.</p> | <p>Organizes and manages the learning environment for student engagement using strategies that provide opportunities for students to process and articulate new knowledge.</p> | <p>Manages the learning environment for student engagement.</p> | <p>Attempts to manage the learning environment for student engagement.</p> |

| | | | | |
|---|--|---|--|--|
| <p><i>Accepts critique and input regarding performance</i></p> <p>Standard 9 Professional Learning and Ethical Practice InTASC 9; CAEP 1.1</p> <p><i>Creighton Charism/Core Value Contemplation in Action</i></p> | <p>Invites constructive feedback, responds positively, independently sets and implements goals to improve practice.</p> | <p>Invites constructive feedback, responds positively, with support sets and implements goals to improve practice.</p> | <p>Invites constructive feedback, responds positively, but inconsistently implements goals to improve practice.</p> | <p>May resist constructive feedback or fail to implement goals to improve practice.</p> |
| <p><i>Conveys professional demeanor</i></p> <p>Standard 10 Leadership and Collaboration InTASC 10; CAEP 1.1</p> | <p>Conveys a confident, professional decorum when interacting with learners, peers, colleagues and the community in small and large group situations to include seeking out leadership opportunities in the school and/or community.</p> | <p>Conveys a confident, professional decorum when interacting with learners, peers, colleagues and the community in small and large group situations.</p> | <p>Conveys professional decorum when interacting with learners, peers, colleagues and the community in small and large group situations. Any minor lapses have been addressed.</p> | <p>Conveys a lack of professional decorum when interacting.</p> |
| <p><i>Uses professional communication</i></p> <p>Standard 10 Leadership and Collaboration InTASC 10; CAEP 1.1</p> | <p>Demonstrates professional oral, written and electronic communication, responds to people, problems and crises effectively and communicates with families through a variety of means (i.e. notes home, e-mails or websites, phone calls, conferences, meetings).</p> | <p>Demonstrates professional oral, written and electronic communication, responds to people, problems and crises effectively.</p> | <p>Demonstrates professional oral, written and electronic communication, responds to people, problems and crises effectively with additional assistance.</p> | <p>Demonstrates unprofessional oral, written and/or electronic communication and/or responds to people, problems and crises ineffectively.</p> |

As the form indicates, the person who completes the Concern Form discusses it with the teacher candidate. The first deficiency form throughout the education program, is a “heads up” to the candidate. The Director of Field Experiences and Certification, the university supervisor, and the department chair and/or the chair of the Selection and Retention Committee is notified, and the information is filed, but no action is taken.

Once a second deficiency form is received from a second individual (to ensure there isn’t just a personality conflict taking place), the concern (and/or the candidate) must go to the Selection and Retention Committee. Selection and Retention will warn and follow up with the candidate, and no further action may be required if no additional deficiencies are submitted; however, the severity of the action may warrant immediate removal from the program, regardless of where that candidate is in the program.

Creighton's pre-professional education programs have the legal right to terminate candidates as seen unfit for professional reasons.

EXPLANATION OF RATING:

TEACHER CANDIDATE’S EVALUATION OF COOPERATING TEACHER AND SITE

This form is modified for the handbook. The actual form is electronic so the Director of Field Placements has each report from the teacher candidates at the conclusion of clinical practice.

Teacher Candidate Evaluation of Cooperating Teacher and Site

Name of teacher candidate: _____ Name of cooperating teacher _____

Host School: _____ General Endorsement Area: _____ Elementary _____ Secondary

1. All things considered; I rate my cooperating teacher as: _____ excellent _____ good _____ poor

2. Please provide the rationale for your rating:

3. What did you especially appreciate about this **cooperating teacher**? What did this teacher do particularly well?

4. What did you **not** appreciate about this **cooperating teacher**? In what ways could the cooperating teacher improve as an effective partner and evaluator?

5. All things considered; I rate my host school as: _____ excellent _____ good _____ poor

6. Rationale for rating selection from above:

7. What did you especially appreciate about this school? What did the school do particularly well?

8. What did you not appreciate about this school? In what ways could the host school improve as an effective learning location?

TEACHER CANDIDATE’S EVALUATION OF UNIVERSITY SUPERVISOR

This form is modified for the handbook. The actual form is electronic so the Director of Field Placements has each report from the teacher candidates at the conclusion of clinical practice.

University Supervisor: _____ Semester: Fall ___ Spring ___ Year _____

Instructions: For each of the following statements, please indicate the level of the university supervisor’s effectiveness by circling the most appropriate number in the box to the left of the statement

| Rating Scale | | | | | Supporting Statements |
|----------------|-----------|----------------------|--------------------|-------------|--|
| Very Effective | Effective | Moderately Effective | Somewhat Effective | Ineffective | |
| 5 | 4 | 3 | 2 | 1 | 1. The supervisor arrived to observe my teaching as scheduled. |
| 5 | 4 | 3 | 2 | 1 | 2. The supervisor was prepared for observations of my teaching. |
| 5 | 4 | 3 | 2 | 1 | 3. The supervisor provided clear and understandable post-observation critiques of my teaching. |
| 5 | 4 | 3 | 2 | 1 | 4. The supervisor used clear examples of my teaching behaviors during the post-observation critiques of my teaching. |
| 5 | 4 | 3 | 2 | 1 | 5. The supervisor observed my teaching at least five times during the semester. |
| 5 | 4 | 3 | 2 | 1 | 6. The supervisor was respectful, helpful and responsive to my questions and concerns. |
| 5 | 4 | 3 | 2 | 1 | 7. The supervisor was available to help me via text, phone call, email, or in person during my student teaching experience. |
| 5 | 4 | 3 | 2 | 1 | 8. The supervisor demonstrated each of the charism values to me during my student teaching experience. i.e. <i>“cura personalis, magis, person for and with others, service of faith and promotion of justice, and contemplation in action.”</i> |
| 5 | 4 | 3 | 2 | 1 | 9. The supervisor demonstrated valuing of “leadership” by encouraging me to be the leader in my classroom. |
| 5 | 4 | 3 | 2 | 1 | 10. Overall evaluation of my supervisor. |

Please add any comments you would like to share about your supervisor:

SECTION V: *Appendices*

APPENDIX I: FREQUENTLY ASKED QUESTIONS

1. *How quickly should the teacher candidate be “worked” into teaching?*

The clinical practice experience is intended for teacher candidates to obtain actual teaching experience in the field. The more opportunities teacher candidates have to teach and work in their field placements, the more rewarding the experience. Thus, teacher candidates should be assigned some responsibilities initially and then gradually work up to the point where they are assuming the responsibilities of the cooperating teacher. Full responsibilities (solo teaching) normally occur somewhere between the ninth through fourteenth weeks of the student teaching experience depending on the readiness of the teacher candidate.

2. *For what length of time should the teacher candidate assume all or most of the teaching responsibility?*

It is suggested that teacher candidates assume full responsibility for the classroom for a minimum of four and a maximum of six weeks. It is important that students do not feel overwhelmed initially by classroom duties. As a result, it is suggested that the takeover of instructional responsibilities be a gradual process resulting in greater initiative on the teacher candidate’s part.

3. *Is the teacher candidate required to turn in lesson plans?*

All teaching should be based on some previously planned written objectives. Lesson plans are considered to be a “given.” They need not be turned into the university supervisor, but at times, the university supervisor may ask to review them. Teacher candidates should consult with both the university supervisor and the cooperating teacher as to the format to follow for lesson plans. For each lesson taught, there should be some objective and some purpose to be achieved and a plan for how that will be accomplished.

4. *Should the teacher candidate be required to teach a unit?*

The clinical practice experience is more satisfying when the teacher candidate can see the beginning and ending of a series or related lessons. Teaching a unit can often meet this need. Developing, planning, and teaching one or more units is recommended if the candidate is able to do so, and circumstances make this feasible.

5. *Do teacher candidates receive a grade?*

Teacher candidates receive a letter grade assigned by the university supervisor. Clinical practice evaluations become part of the candidates’ academic records in the Teacher Education Program.

6. *Is it required for teacher candidates to attend the seminars?*

The seminars are mandatory for undergraduate students and graduate students that are not full-time employed. Seminars are an integral part of the clinical practice/student teaching experience. Students that are teaching outside the Omaha metro area are required to attend seminars via an instructor approved online platform. They cover topics such as professional ethics, instructional strategies, assessment, classroom management, and the certification process. Seminars also provide candidates an opportunity to collaborate, problem solve, and engage in structured activities designed to support their professional development throughout the semester.

7. *Can the cooperating teacher require certain activities of the teacher candidate?*

The cooperating teacher is a certified specialist who will assign activities to enhance the overall experience of the teacher candidate. In the past, cooperating teachers have asked teacher candidates to organize field trips, create activity files, keep a journal of the clinical practice experience, interact with parents, assist with bus duties, supervise playground and lunchroom activities, etc. These types of experiences are a part of education and/or the school day and are certainly in order for the teacher candidate.

8. *How important is the role of the cooperating teacher?*

The cooperating teacher plays an important role in refining, reinforcing, and shaping the competencies necessary for the teacher candidate to achieve his/her highest level of achievement. The role of the cooperating teacher cannot be overstated. The cooperating teacher can be considered a member of Creighton’s Teacher Education clinical practice faculty.

9. *How can the cooperating teacher help the teacher candidate improve?*

Providing the teacher candidate with frequent, specific verbal feedback on what and how s/he is doing is extremely important. Formally meeting with the teacher candidate and/or providing him/her with written critiques also are very beneficial. Videotaping the candidate teaching a lesson and analyzing it together can promote reflection and improvement.

10. *If the teacher candidate has some shortcomings and/or difficulties in the classroom setting, what should the cooperating teacher do?*

The cooperating teacher should contact the university supervisor. Specific remedial actions can then be determined through consultation between the university supervisor, the cooperating teacher, and if deemed necessary, the teacher candidate. Specific guidelines for implementation of such remediation can be identified and put into place. Follow-up by the university supervisor will occur with midterm and final evaluations indicating the progress of the teacher candidate. If the situation demands it, contact needs to be made with the Director of Field Placements as well.

11. *Will supervising a teacher candidate allow the cooperating teacher extra time to devote to other endeavors?*

Supervising a teacher candidate is not easy and often increases a cooperating teacher's overall responsibilities. Because you are helping to train the teacher candidate to assume many of your responsibilities, your time will be used differently. Whereas your teaching duties may be lessened, time spent supervising will be increased.

12. *Can a teacher candidate be used as a substitute teacher if the cooperating teacher is absent from the classroom?*

Yes, assuming the teacher candidate has applied for and received a local substitute permit or an alternative teaching permit through the Nebraska Department of Education. If the cooperating teacher is absent from the classroom, the teacher candidate can do all of the teaching for the day in that classroom if they have a permit. If and only if teacher candidates obtain certification through the state can they serve in such position, outside of the required clinical practice experience. These days must be deducted from the total number of days required for clinical practice (14 weeks = 70 days in Clinical Practice Classroom total required).

13. *What is the responsibility of the teacher candidate if s/he must be absent from the classroom? How many absences are acceptable?*

Teacher candidates may miss school days due to the same reasons identified for absences by regular classroom teachers. However, if a teacher candidate misses more than a total of three days due to illness, personal injury, or bereavement, then s/he may have to make up these days depending on the circumstances.

Unplanned absences, however, do happen. In such cases, the teacher candidate notifies his/her cooperating teacher and university supervisor no later than 7:00 a.m. If the absence occurs during a time when the teacher candidate is responsible for teaching, lesson plans for all presentations must be available and sufficiently detailed so that the cooperating teacher and/or a substitute teacher can take over the teaching. The cooperating teacher and supervisor will identify the preferred method of notification.

APPENDIX II: SUGGESTED WEEKLY SCHEDULE

The clinical practice experience can be broken down into three vital areas: observation, participation, and teaching. The rate at which a teacher candidate progresses through each stage is an individual matter based completely on the student. Some candidates, out of necessity, need to work longer in observation and participation than do others. There is no set length of time before a teacher candidate is “ready” to start actual teaching. It is recommended that a minimum of four and a maximum of six weeks be spent in the full teaching phase. A closer look at what each of the three areas involves may help in aiding the teacher candidate’s progress. These areas are being applied to the following potential sixteen-week student teaching plan.

Week One – Observation and Learning

- I. Purpose
 - a. To understand the particular classroom situation.
 - b. To understand the role of the teacher in specific classroom situations.
 - c. To develop an awareness of individual qualities of pupils to clearly understand the classroom atmosphere.
 - d. To have time to learn the students’ names and begin to sense their personal learning styles as well as to analyze individual differences.
 - e. To identify available materials/resources in the classroom and how they may be used.
 - f. To enable the teacher candidate the time to adjust to the classroom so that as s/he moves into the teaching phase, s/he will not upset the learning process.
- II. Observing the teaching process
 - a. To determine the teacher’s purpose for the particular lesson.
 - b. To observe the motivation process.
 - c. To note pupil response and interest in the materials used.
 - d. To visualize the lesson as a part of the overall unit and to observe the evidence of planning for this lesson.
 - e. To observe the cooperating teacher for relevant modeling.
- III. Observation of all elements that affect the class disposition
 - a. To develop a sensitivity to particular situations which may arise in the daily routine and which have a direct effect on individuals within the class.
 - b. To observe how the transition is made from one subject area to another.
 - c. To attempt to analyze techniques and principles which lead to effective classroom management.

Week Two – Participation

- I. Purpose
 - a. To have a transitional period between observation and actual teaching.
 - b. To provide activities that enhance the observation process, provide a greater understanding of teaching, and allow the student teacher to become more familiar with the clinical practice experience.
- II. Opportunities for sharing non-teaching materials
 - a. To assist with the assembling and preparing of materials for a particular lesson.
 - b. To assist with non-teaching routines of the school.
 - c. To assist the cooperating teacher in preparing a specific lesson plan. This might include a daily plan as well as a unit plan.

Week Three, Four, and Five – Participation/Teaching

- I. Purpose
 - a. To provide a period of cooperative teaching with the cooperating teacher.
 - b. To continue to develop lesson plans with the cooperating teacher.
 - c. To collect and/or prepare materials to be used in the teaching of a lesson or unit.

Week Six through Fifteen – Teaching (Partial, Full and back to partial)

- I. Purpose
 - a. To provide a period where additional cooperative teaching can be achieved.
 - b. To provide a time period where the student teacher will teach the class(es).
 - c. To provide a time period where the lesson plans are the personal development of the student teacher.
 - d. To provide for individual differences through careful selection of materials and procedures to meet varying learning capabilities.

- II. Methods to make the plan work
 - a. stimulating interest through questions that require in-depth attention.
 - b. utilizing all opportunities for effective use of visual aids and grouping.
 - c. recognizing that teaching must fit within the framework of the prescribed course of study.
 - d. providing for a smooth transition from one activity to another.
 - e. developing flexibility in carrying out plans.
 - f. summarizing the lesson to assure understanding.
 - g. to produce an evaluation instrument to measure learning.

Week Sixteen– Participation/Observation

- I. Purpose
 - a. To bring closure to the student teaching experience.
 - b. To enable the cooperating teacher to reclaim the classroom and further demonstrate models of teaching.
 - c. To observe other notable teachers and/or programs.

APPENDIX III: LESSON PLANNING

Lesson planning is essential to effective teaching and should be viewed as evidence of accountability in the teacher candidate's effort to gain maximum benefit from the experience. Lesson plans are verification of advance preparation and provide an outline of objectives and activities to guide learning experiences. The teacher candidate needs to plan in greater detail than does an experienced teacher. The cooperating teacher must have an opportunity to read and react to the teacher candidate's lesson plans to be assured that the teacher candidate demonstrates the essentials of effective planning, and the progress of pupils is not jeopardized.

Lesson plans vary according to school, cooperating teacher and content area. It is common for teacher candidates to experiment with several lesson plan forms. By the second week, the teacher candidate should have begun using the appropriate lesson plan format of the cooperating school. The following are some guidelines for working with your teacher candidate on planning. It is important to remember there will be much variation within these guidelines.

First weeks of the clinical practice experience

Frequently, the teacher candidate begins teaching from the cooperating teacher's plans. In this case, the cooperating teacher should have a detailed lesson plan prepared so the teacher candidate can see the connection between careful planning and effective lessons. There is a three-week "check-in" evaluation for each teacher candidate to be completed by the teacher candidate and mentor teacher.

Following a conference with the cooperating teacher in which the proposed content, activities, and strategies are discussed, the teacher candidate independently prepares the lesson plan. The plan is then made available to the cooperating teacher for further suggestions and approval. The cooperating teacher should see lesson plans well in advance so that ample time for improvement is available and a successful learning experience can be anticipated. It is important for the cooperating teacher and the teacher candidate to thoroughly analyze initial lessons so that optimal learning can be ensured during transitions from observation to full-time teaching.

Middle weeks of the clinical practice experience

As the teacher candidate assumes more teaching responsibility, the cooperating teacher should continue to...

- discuss proposed content, activities, and strategies,
- review and respond to lesson plans well in advance of instruction, and
- conference with the teacher candidate regarding the connection between lesson plan quality and lesson success.
- Mid-term evaluations will be completed by the teacher candidate, university supervisor, and mentor teacher.

Full-time teaching weeks

The detail of lesson plans may decrease as the teacher candidate's ability to organize and implement effective plans increases and becomes easier. As cooperating teachers are apt to be absent (yet available) from the classroom during portions of this time period, it is essential all involved know exactly what is happening and expected in the classroom.

APPENDIX IV: SUGGESTED QUESTIONS FOR REVIEWING LESSON PLANS

I. Objectives

- a. Are the objectives specific?
- b. Have they been identified as concepts, skills, symbols, habits and feelings?
- c. Will their attainment help pupils to help themselves? Help others?
- d. Are the objectives realistic in terms of the needs and abilities of pupils?
- e. Is thinking encouraged at appropriate cognitive levels?

II. Materials

- a. Are the materials and technology clearly identified and available?
- b. Has it been indicated when and how the materials and technology will be used?
- c. What can be done if the materials or technology needed are not present or do not work?

III. Motivation

- a. Is the plan designed to appeal to the students' interests and developmental tasks?
- b. Does the plan show how the work is related to their lives or to the lives of others?
- c. Does the plan help answer the questions, "Why?", "So what?", "What's the point?", etc.
- d. How might this lesson be related to previous class work, future class work or to areas of importance in the pupils' personal lives?

IV. Methods

- a. Has the probable time been estimated appropriately for the specific group of students?
- b. Are the methods suitable to carrying out the stated objectives?
- c. Do they provide, at least in part, for the range of interests and abilities in this particular class?
- d. Have sufficient examples been included to demonstrate the idea or procedure?
- e. Do the methods lead to some conclusion(s)?
- f. Have opportunities been provided for pupils to make suggestions?
- g. If questions are to be used in the lesson, have leading questions been formulated?
- h. Is enough work planned to keep pupils engaged in productive tasks suited to their capacities?
- i. What problems in discipline might occur? How can these problems be prevented?
- j. Where in the lesson should the homework be assigned?

V. Assignments

- a. Is the assignment clear and concise?
- b. Do the pupils know what they are to do? Why it is being assigned? How it is to be done?
- c. Has time been allowed to discuss the assignment with the pupils?
- d. Have provisions been made for individual differences?

APPENDIX V: SAMPLE SCHEDULES

Sample of long-range plan for Elementary Education setting (CT = Cooperating Teacher; TC = Teacher Candidate)

| Week | Responsibilities |
|-------------|--|
| 1 | Observe |
| 2 | Observe plus small tasks |
| 3 | English (CT plans English) |
| 4 | English + Writing (CT plans Writing, TC plans English) |
| 5 | English + Writing + Spelling (CT plans Spelling, TC plans English and Writing) |
| 6 | English + Writing + Spelling + Reading (CT plans Rdg., TC plans Eng., Writing, and Spelling) |
| 7 | English + Writing + Spelling + Reading + Math (CT plans Math, TC plans English, Writing, Spelling and Reading) |
| 8 | English + Writing + Spelling + Reading + Math + Science (CT plans Science, TC plans other) |
| 9 | All Subjects (CT plans Social Studies, TC plans all other) |
| 10 | All Subjects (CT and TC plan together) |
| 11 | All Subjects (TC does all planning) |
| 12 | All Subjects (TC does all planning) |
| 13 | Give back English and Writing (Shared planning) |
| 14 | Give back Reading and Math (Shared planning) |
| 15 | Give back Science and Social Studies (Shared planning) |
| 16 | Observe other classes and teachers |

Sample of long-range plan for Secondary Education setting. (CT = Cooperating Teacher; TC = Teacher Candidate)

| Week | Responsibilities |
|-------------|---|
| 1 | Observe |
| 2 | Observe and assist with planning for 1 st period |
| 3 | Teach 1 period (TC teaches one period after CT teaches other periods) |
| 4 | Teach multiple periods (TC plans and teaches all periods of same material) |
| 5 | Teach multiple periods (TC plans and teaches all periods of same material) |
| 6 | Teach 1 period of 2 nd Curriculum Section (TC teaches one period after observing CT teaching other periods) TC continues planning teaching previous sections |
| 7 | Teach multiple periods of 2 nd Curriculum Section (TC plans and teaches all periods of same material for two curriculum sections) |
| 8 | Teach 1 period of 3 rd Curriculum Section (TC teaches one period after observing CT teaching other periods) TC continues planning teaching previous sections |
| 9 | Plan and teach all periods and curriculum sections |
| 10 | Plan and teach all periods and curriculum sections |
| 11 | Plan and teach all periods and curriculum sections |
| 12 | Plan and teach all periods and curriculum sections |
| 13 | Plan and teach all periods and curriculum sections |
| 14 | Plan and teach two full curriculum sections (CT resumes teaching of one section) |
| 15 | Plan and teach one full curriculum section (CT resumes teaching of two sections) |
| 16 | All sections handed back and observe other classrooms |

APPENDIX VI: DRESS AND PERSONAL APPEARANCE GUIDELINES FOR TEACHER CANDIDATES

Professional dress is often a matter of perception and judgment; therefore, the following standards are in effect for teacher candidates while in the public/private classrooms:

Dress Code

As representatives of Creighton University, all teacher candidates are expected to present themselves as professionals during their field experiences. Each teacher candidate must ensure that personal attire and self-presentation do not interfere with or detract from the school environment nor disrupt the educational process. Teacher candidates should direct questions concerning the dress code to the Creighton University course instructor or university supervisor. Failure to comply with the dress code may lead to disciplinary action or a dispositions form.

Appropriate Attire

Female Dress: slacks and dress pants (non-denim), skirts and dresses of at least knee length, sweaters, cardigans, suit jackets, polo shirts, dress shoes or sandals. Shirts and tops without collars are acceptable as long as they complement other attire being worn and are not too casual or tee-shirt material. Capri or cropped dress pants must be worn with a jacket or sleeved top and appropriate shoes.

Male Dress: slacks and dress pants (non-denim), button-down shirts, polo shirts, sweaters, sport coats, blazers, dress shoes. Shirts and tops without collars are acceptable as long as they complement other attire being worn and are not too casual or tee-shirt material. Shirts should be tucked into pants. Ties are encouraged.

Personal Appearance: Natural/subdued makeup coloring, small and non-distracting jewelry (watch, earrings, rings), clean and trimmed nails of a non-distracting nail color, natural non-distracting hair color and style, clean and trimmed facial hair, minimal cologne/perfume

Inappropriate Attire

Shoes: Flip-flops, heels over 2 inches, boots with visible fur or lining, hiking boots, athletic shoes with professional outfits

Accessories: Caps or hats of any kind, bangle bracelets, choker necklaces, or other distracting jewelry; visible body piercing (exception of earrings) or offensive and/or distracting tattoos; distracting hair color or style; distracting or bold makeup coloring or style

Clothing: Tee-shirts with slogans and/or pictures (exception: designated school spirit days), Work-out clothes (tracksuits, sweatsuits, sweatshirts, yoga pants) of any kind (exceptions: PE teachers or school spirit days), see-through clothing, gaping shirts, revealing necklines, halter tops, midriff tops, muscle shirts, tank tops, spaghetti strap tops or dresses; clothing exposing the back, waist, midriff or allowing undergarments to be visible; clothing or shoes that are wrinkled, soiled, excessively worn, baggy, or too tight; shorts, skorts, leotards, leggings, yoga pants, overalls, jeans or other denim; pants that drag on the ground or are worn at the bottom.

APPENDIX VII: CERTIFICATION AND CAREER SUPPORT

CERTIFICATION

In order to fulfill a teaching contract, a prospective teacher must be certified by the state in which he or she will be employed. Certification by the state is **not** an automatic event upon graduation, and it must be initiated by the student. If you desire certification by the State of Nebraska, you must follow the state requirements and instructions found online. This includes using your NEST account to request transcripts be sent to the Nebraska Department of Education and contacting the Director of Certification and Field Placements to complete the Institutional Verification Form after a teaching application has been submitted.

If you wish to obtain certification from another state, you must meet its requirements, which may differ from those of Nebraska. For example, you may need a different Praxis score or need to take a different Praxis test, complete the EdTPA performance process, or submit videotaped samples of your teaching. Please check your desired state's department of education website and discuss how you can meet the state requirements with the Director of Certification and Field Placements.

CAREER SUPPORT

The Director of Certification and Field Placements **assists** teacher candidates with applying for certification in Nebraska and other states. The director collaborates with Creighton University Career Center personnel to help students revise their resumes and practice mock interviews in preparation for both public and parochial school interviews. Throughout the year, candidates receive information about school or district vacancies and support in their efforts to acquire positions. It is ultimately the student's responsibility to maintain accurate credential files.