Clinical Instructor Checklist

Initial Responsibilities

☐ Complete blanket travel authorization.

☐ Attend teacher candidate orientation and, if applicable, clinical instructor training.

☐ Meet with Cooperating Teachers prior to the semester and provide the following:
  - Recommended timeline for internship (with co teaching models).
  - Attendance policies and procedures.
  - Cooperating teacher and teacher candidate checklists.
  - Teacher candidate workload and assignment information.
  - Best practices for observation, evaluation and debriefing.
  - Resources available and procedures in place for assisting candidates who require more development in a specific area.
  - Directions for navigating TK20.
  - Information on mentor modules.

Ongoing Responsibilities

☐ Participate in the School/University Partnership Team (SUPT).

☐ Facilitate seminar discussions that include reviewing expectations and requirements for internship, introducing seminar assignments, discussing topics impacting teacher candidates in the classroom and encouraging candidate self-evaluation and reflection as well as the sharing, evaluation and reflection on the experiences of their peers.

☐ Administer required seminar assignments.

☐ Maintain records and data on the progress of the teacher candidate throughout the semester.

☐ Participate in the annual WMU Educator Job Fair.

☐ Write reference letters and act as a telephone reference, when appropriate, upon the request of a teacher candidate.

☐ Consider participating in or facilitating additional opportunities for teacher candidate development.

☐ Familiarize teacher candidates with relevant community services.

☐ Provide a mock interview during the semester.

☐ Provide speakers to deal with issues related to students with special needs.

☐ Complete and offer feedback through formal observations.

☐ Communicate performance concerns with the candidate, cooperating teacher and/or the Office of Clinical Experiences as appropriate.
Assist teacher candidate and cooperating teachers in the completion of midterm evaluations.

Meet with cooperating teacher and teacher candidate to review evaluation and establish goals and objectives for the second half of the semester.

Complete mid term evaluations for your teacher candidates, meet with them to review and address any areas of concern.

Develop and initiate a plan for improvement for any teaching candidate who receives a rating of “ineffective” on the mid term evaluation.

Meet with cooperating teachers, and, when possible, collaborate with the building cooperating teacher, to enhance knowledge and skills related to mentoring/coaching teacher candidates (see mentor modules).

Submit mileage reimbursement requests at the end of the month.

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**Final Responsibilities**

- Work with the cluster site’s building cooperating teacher, cooperating teachers, and appropriate administrator to coordinate placements for the upcoming semester’s candidates.

- Review next semester teacher candidate information, identify effective matches and arrange interviews as necessary to confirm placements.

- Ensure that next semester’s teacher candidates are in contact with their cooperating teachers.

- Recommend that the candidate arrange a time to visit the school and classroom and begin communicating with cooperating teachers prior to their internship.

- Notify candidates in writing of start date and schedule expectations for internship.

- Share copy of the handbook with teacher candidates and cooperating teachers.

- Send list of cooperating teacher and teacher candidate internship matches for next semester to the OCE specialist.

- Complete final evaluation via Tk20 and review with your teacher candidates.

- Verify with the Office of Clinical Experiences that your teacher candidates have completed the MDE survey.

- Record final grades on the designated University website by the appropriate due date.