



# SCHOOL OF EDUCATION

## INITIAL/ORIENTATION CONFERENCE

### AGENDA

*Adapt as needed. Program supervisors can determine how best to disseminate pertinent clinical practice information: i.e. at the Practicum Preparation Meeting, through email communication, at the initial three-way conference, etc.)*

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#### 1. OVERVIEW OF CANDIDATE SUPERVISION: ROLES AND RESPONSIBILITIES OF TRIAD MEMBERS

- SOE Mission, Vision for the clinical practice experience
- Coaching/Mentoring: consulting/collaborating/coaching stances
- Developing trust, building capacity, decreasing dependency
- Roles and Responsibilities specific to the Program Supervisor
  - Refer to resources in The Supervision Toolbox
  - Acting as a liaison between the University and the partner school site
- Roles and Responsibilities specific to the District-Employed Supervisor/Cooperating Teacher
  - Refer to resources in The Supervision Toolbox
  - Refer to Program Handbook in the [Supervision Toolbox](#)
- Roles and Responsibilities specific to the Candidate (Traditional, Resident, Intern)
  - Refer to resources in The Supervision Toolbox
  - Refer to Program Handbook in the [Supervision Toolbox](#)
- Co-Teaching Modules, MySOE.net

#### 2. PRACTICUM PLACEMENT REQUIREMENTS

- Punctuality and Attendance
  - Daily starting and ending times
  - Reporting absences
  - Qualtrics submissions
  - Vacations
  - Substitute Teaching Policy
- Communication
  - Professionalism (Dispositions)
  - University and placement site policies

- Professional Conduct, Appropriate Clothing, Appearance, and Engagement in Placement Classroom
  - Program handbook policy on professional conduct
  - Email, voicemail
- Clinical Practice Evaluation Forms and Procedures
  - All Forms: [CORE Observation Record](#), [CORE Rubric](#), [CORE Competency/Disposition Evaluations](#), [TPE Rubric](#), [Disposition Rubric](#), [Teaching Self-Evaluation Form](#) / [Individual Development Plan](#), [checklist](#), etc.
  - Paperwork submission process
  - Mid-semester conference: process and procedures
  - Culminating conference: process and procedures
  - Recording hours: process and procedures
- Observations
  - Number, frequency
  - Format: in-person, utilizing technology
  - Debriefing logistics
  - Observation schedule
- Lesson Plan Expectations
  - Program template
  - Submission expectations
- Intern Requirement Checklist & Activity Log
  - [SPED Version](#)
  - [MSP and SSP Version](#)
- [Improvement Plan](#) process
- TPA Requirement

3. TECHNOLOGY: GO REACT, ZOOM, S4

4. ADDRESS QUESTIONS, NEXT STEPS, CANDIDATE AND CT SUPPORT

5. SHARE CONTACT INFORMATION