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.)

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