Practicum Preparation Meeting Sample Agenda
(Adapt as needed for supervision use.)

1. Welcome, Introductions
   a. Supervisor
   b. Candidate(s) (fill in Google Doc and create contacts in phones)
      i. Name
      ii. Grade Level/Content Area
      iii. Placement/Location

2. Placement Progress
   a. Check in: How’s it going so far?

3. Supervisor Roles and Responsibilities
   a. My job is to support your success
      i. What does that look like?
   b. Required Conferences (Orientation, Midterm, Culminating)
   c. Required Observations (4 in-person/2 GoReact)
      i. Using the CORE observation record and rubric (student-centered)
      ii. Pre and Post-observation protocols (In-person and GoReact)
   d. Protocols for communicating, submitting paperwork
   e. Process for setting up GoReact
   f. Use of CalTPA lessons in the clinical placement
      i. What makes a good video?
         a. Show whole class, ensure good audio, strategically place camera

4. Website and Contents
   a. Program Handbook and Clinical Placement Documents
      i. Know your program handbook and candidate responsibilities
   b. Orientation, Midterm, and Culminating conference documents
   c. Observations documents
   d. TPE and SOE Candidate Disposition forms and rubrics
   e. Improvement Plan document
   f. Intern-specific documents

5. Scheduling Observations
   a. How we will schedule and pace observations throughout the semester
6. Tips for a Successful Experience
   a. Practice self-care
   b. Lean-in/make the most of each day and each experience
   c. Plan long-term/see the big picture
   d. Utilize supervisor and cooperating teacher for support

7. Closing/Questions