



California State University **Chico**

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