

Spring 2025 TLAC Clinical Teaching

Clinical Teaching Orientation Meeting

December 4, 2024



TEXAS A&M UNIVERSITY
Teaching, Learning
& Culture

Clinical Teaching Office

Harrington Tower, Suite 211

clinical-teaching@tamu.edu

979-845-8254

<https://mycehd.tamu.edu/tlac-clinical-teaching/>

Kara Green

Field Experiences Team Lead

Sharon Matthews

TLAC Clinical Professor

GENERAL INFO

- The meeting is being recorded and will be available to review
- Use chat to ask questions as we go, and we will have Q&A at the end of the meeting

CEHD SCHOLARSHIP INFORMATION

Paul Timoney

Executive Director for Enrollment Management Services

ph: 979.862.1795 | ptimoney@tamu.edu

Graduating Seniors

- Dean has approved students, who are in their final semester (graduating) and enrolled in their clinical student teaching, to receive full scholarship benefits for all scholarships awarded by CEHD. **This includes students enrolled below 12 hours (full time).**
- The CEHD Scholarship Office will audit students with CEHD scholarships after fall grades post on 16 December.
- If we know a student is a graduating senior and is below full time in clinical student teaching, we will notify Scholarships & Financial Aid.
- Scholarship funds will not be disbursed to student accounts until 10 days before start of the semester.
- To facilitate the process and students must have a diploma fee on their billing statement. (applied for graduation). The graduation application opens Monday 16 December for Spring 2025 graduates.

Recommendations

- **If you have multiple scholarships and / or grants from various sources (university level, federal grants, private entities, etc.), there may be different requirements in terms of having to be full time (12 hours). You need to verify.**
- Need to consider impact of being full time at 12 hours vs below full time (less than 12 hours).
- Use the following website to compare how much tuition you would pay taking 6hrs vice 12hrs. <https://tuition.tamu.edu/undergraduate>
- Check how scholarships and grants could be impacted if below full-time enrollment. <https://aggie.tamu.edu/financial-aid/apply-for-aid/processing-your-aid/award-proration>

COURSE ENROLLMENT

You must be enrolled:

COURSES:

- TEFB 426 (EC-6)
- MEFB 497 (4-8)
- MEFB 497 or TEFB 429 (aggieTEACH or University Studies)
- TEED 425 (12 hours)

SECTIONS:

- Local Placement = Section 500
- Distant Placement = Section 550

➤ **When is the first day of clinical teaching?**

- Clinical teachers must begin the first official district school day (with students) and complete 70 days.
- Prior to the first day with students, clinical teachers may count up to 5 full days (towards the TEA-required 70 days) of professional development.
 - Clinical teachers must attend PD days with their assigned cooperating teacher
 - and days must be approved by their supervisor in advance.
 - Additional professional development days during the semester are required and count toward the 70 days.
- Clinical teachers follow the school district calendar, not TAMU.

➤ **Can I have another job while clinical teaching?**

- Clinical teaching is considered a full-time job so employment is discouraged. If necessary, working must be limited to no more than 10-12 hours per week, preferably on weekends and may not interfere with clinical teaching responsibilities.

PLACEMENT INFORMATION

- You will receive an email with your placement by Friday, December 13.
- If your placement says *pending* in any area, we will send updates via email as soon as we receive more information from the district.
- Reach out to your cooperating teacher before the Christmas break.
- Your supervisor will contact you and schedule an orientation before the first day of school.
- Go online and download your district's calendar.
- Check your TAMU email regularly to complete any requirements by the district (background check, fingerprinting, district application, etc.)
- Placements will be uploaded into the AEP before the first day of school. You will receive an email to complete required assignments.

PROFESSIONALISM

- Only one 'First Impression'
- **YOU ARE A GUEST IN THE CLASSROOM/DISTRICT**
- 14-week job interview
- Professional dress
- Punctuality
- Contact cooperating teacher as soon as you receive your placement
- Finish strong – cooperating teacher and supervisor are references
- Many districts will web-search before hiring
- Be cautious what you post on social media

- All field experience placements will be uploaded in the AEP
- Forms, formal observations, evaluations
- The TIME LOG must be filled out daily and approved by the cooperating teacher weekly.
- Clinical 4 (Clinical Teaching) "Assignments" in AEP
(you will receive an email with instructions after placements are uploaded)
 - Acknowledgement of CT Handbook
 - Risk Waiver
 - Emergency Contact
 - Proof of CIRT
 - Cooperating teacher TEA Certificate

CANVAS

- 2 Discussion Posts will be required throughout the semester
- Syllabus
- Announcements
- Modules
- Helpful Documents

TLAC CLINICAL TEACHING WEBSITE

<https://mycehd.tamu.edu/tlac-clinical-teaching/>

- Handbook
- Calendar
- Meeting PowerPoints
- Form instructions



Students ▾ Employees ▾ Faculty Affairs CEHD Ombuds Technology Services ▾ Research Enterprise & Outreach 

TLAC CLINICAL TEACHING

FALL 2024

- [Handbook](#)
- [Calendar](#)
- [Clinical Teaching Informational Meeting PPT \(from 2.9.24\)](#)
- [Clinical Teaching Orientation Meeting via Zoom \(from 5.8.24\)](#)
- [Clinical Teaching Orientation Meeting via Zoom \(from 8.5.24\)](#)
- [CIRT Travel Form](#) and [Instructions](#)

SPRING 2025

- [Handbook](#)
- [Calendar](#)
- [Clinical Teaching Informational Meeting PPT \(from 9.13.24\)](#)
- [CIRT Travel Form](#) and [Instructions](#)
- October 1 – Deadline to pass Content exam & STR (if EC-6 or 4-8 ELA/SS)
- December 4 – Mandatory Clinical Teaching Orientation via Zoom

FALL 2025

IMPORTANT DATES:

- February 28 – Mandatory Clinical Teaching Information via Zoom
- May 5 – Deadline to pass Content exam & STR (if EC-6 or 4-8 ELA/SS)
- April 30 – Mandatory Clinical Teaching Orientation via Zoom

SCHOOL DISTRICTS

- [Partnering School Districts](#)
- [Texas School District Map Locator](#)

CONTACT INFORMATION

- Email: clinical-teaching@tamu.edu
- Office: EDCT, Suite 211

HANDBOOK

- On-line reference for clinical teacher, cooperating teacher, and university supervisor
- Download and read
- You should provide Acknowledgement of CT Handbook to supervisor at orientation and complete in the AEP.
- Provide Emergency Contact Form to supervisor, campus administrator and complete in the AEP.

HANDBOOK

➤ **Components**

- Observing, Assisting, Teaming, Teaching
- Lesson Plans
- Full Responsibility
- Three-way Mid-point and Final Conference

➤ **Policies**

- Length of semester – TEA required 70 field days + Career Fair
- Absences must be made up (TEA Student Rule 7)
- Supervisor Seminars
- Work

➤ **Termination of CT Assignment/Appeal Procedure**

HANDBOOK

ASSIGNMENTS

- **Beginning of semester upload in Aggie Educator Portal (AEP):**
 - ✓ Handbook Acknowledgement Form
 - ✓ Risk Waiver
 - ✓ Emergency Contact Form
 - ✓ Cooperating Teacher TEA Certificate
 - ✓ Proof of CIRT documentation
- **Throughout semester:**
 - ✓ Time Log – fill out daily and approved weekly by cooperating teacher
 - ✓ 4 reflections following each formal observation by supervisor
 - ✓ 4 reflections following the midpoint and final evaluations
 - ✓ 2 Canvas online discussions
- **End of semester:**
 - ✓ Evaluations of Cooperating Teacher and Supervisor
 - ✓ Post graduation survey

ASSIGNMENTS (continued)

- Semester Projected Teaching Schedule (p. 23)
- Weekly Clinical Teaching Schedule (p. 24)
- Clinical Teaching Notebook (Google Drive with Supervisor)
 - ✓ Lesson Plans
 - ✓ Handbook
 - ✓ Other forms - calendars/evaluations
 - ✓ Journal - self-reflection

HANDBOOK

ATTENDANCE

- Clinical teachers are required to be in attendance with their cooperating school all day each day. Leaving the school campus during the school day is not permitted without prior approval, and any time missed must be made up.
- Do not make travel plans or other commitments until after graduation.
- All absences must be officially reported in the AEP and made up. Unexcused/excessive absences may result in an unsatisfactory grade in clinical teaching. Only university approved absences are considered excused. For more details, visit <http://student-rules.tamu.edu/rule07>.

The screenshot shows the TAMU AEP (Academic Experience Portal) interface. On the left is a dark sidebar with navigation links: Home, certification, education.tamu, help, My Home, Admissions, Exams, Assignments, Portfolio, Field Experiences (highlighted in blue), My Placements, Training, and a user dropdown for Miss Reveille. A red warning box at the top of the sidebar states: 'WARNING: You have assumed the identity of another account! Report'. The main content area has a dark red header titled 'Absence Report'. Below this, the form contains the following fields: 'Name' (Miss Reveille), 'Absence Date' (08/21/2023 with a calendar icon), 'Reason' (Sick), and 'Length' (Full Day with a dropdown arrow). At the bottom right of the form are 'Cancel' and 'Save' buttons. Below the form is a link for 'My Placements'.

ATTENDANCE (continued)

- Full Day = 7+ hours
- Half Day = 4+ hours

MAKE-UP TIME REQUIREMENTS		
ABSENCES	EXCUSED	UNEXCUSED
Any part of a day up to ½ day	minimum ½-day (full day encouraged)	1 day
Any day (over ½-day)	1 day	2 days (71 total days)
2 days	2 days	4 days (72 total days)
3 days+	3 days+	Unsatisfactory grade

Clinical teaching is graded Satisfactory/Unsatisfactory.

3 unexcused absences will result in an Unsatisfactory grade and student will be required to re-enroll in Clinical Teaching the following semester.

HANDBOOK

TIME LOG

- Must be filled out daily
- Automatically keeps track of days
- Cooperating teacher needs to approve weekly
- Record seminars with supervisors in Notes

Week In Progress

Time Log: View Week (July 31, 2023 — Aug. 6, 2023)

[View Time Log](#)

All weekdays should be marked either with hours or a "Special" designation to indicate an absence, school holiday, or not applicable (if are not in the field five days a week).

Date	Start Time ¹	End Time	Hrs	F/H	Special ²	Note	Appr
Mon 7/31	8 am	4 pm	8.0	Full			
Tue 8/01	7 am	7 am		None	Holiday		
Wed 8/02	8 am	4 pm	8.0	Full			
Thu 8/03	7 am	7 am	Incomplete	None			
each week day should have hours or be marked in the "Special" column							
Fri 8/04	7 am	7 am	Incomplete	None			
each week day should have hours or be marked in the "Special" column							
Weekend (only use if attended countable school events)							
Sat 8/05	7 am	7 am		None			
Sun 8/06	7 am	7 am		None			
Weekly days/hours			2.0	16.0			

Update Week

¹Leave start/end times at 7am/7am for days not spent at school.

²Select a "Special" option for non-standard days even if only for half days.

7+ hours is required to count as a full day.

4+ hours is required counts as a half day.

WARNING: You have assumed the identity of another account!

Report

2023-08-01 9:36

My Home

Admissions

Exams

Assignments

Portfolio

Field Experiences

My Placements

Training

Miss Reveille

Time Log (Student)

Use the Time Log below to record your hours as part of TEA Certification requirements. Your Cooperating Teacher will review these entries throughout the experience.

Total Hours: 37.0

Partial Days: 4.5 (70 days required)

#	Start	End	Days	Hours	Approved
1	7/17/23	7/23/23	4.5	37.0	CT (07/31)
2	7/24/23	7/30/23	0.0	0	
3	7/31/23	8/6/23	0.0	0	
4	8/7/23	8/13/23	0.0	0	
5	8/14/23	8/20/23	0.0	0	
6	8/21/23	8/27/23	0.0	0	
7	8/28/23	9/3/23	0.0	0	
8	9/4/23	9/10/23	0.0	0	
9	9/11/23	9/17/23	0.0	0	
10	9/18/23	9/24/23	0.0	0	
11	9/25/23	10/1/23	0.0	0	
12	10/2/23	10/8/23	0.0	0	
13	10/9/23	10/15/23	0.0	0	
14	10/16/23	10/22/23	0.0	0	
15	10/23/23	10/29/23	0.0	0	
16	10/30/23	11/5/23	0.0	0	

Semester View

Time Log: View Week (July 17, 2023 — July 23, 2023)

[View Time Log](#)

All weekdays should be marked either with hours or a "Special" designation to indicate an absence, school holiday, or not applicable (if are not in the field five days a week).

Date	Start Time ¹	End Time	Hrs	F/H	Special ²	Note	Appr
Mon 7/17	07:30a	03:30p	8.0	Full			CT 7/31
Tue 7/18	08:00a	04:00p	8.0	Full			CT 7/31
Wed 7/19	07:00a	04:00p	9.0	Full			CT 7/31
Thu 7/20	08:00a	03:00p	7.0	Full			CT 7/31
Fri 7/21	08:00a	01:00p	5.0	Half	absence_halfday		CT 7/31
Weekend (only use if attended countable school events)							
Sat 7/22			0.0	None			CT 7/31
Sun 7/23			0.0	None			CT 7/31
Weekly days/hours			4.5	37.0			

This week has been reviewed, no further updates allowed.

¹Leave start/end times at 7am/7am for days not spent at school.

²Select a "Special" option for non-standard days even if only for half days.

7+ hours is required to count as a full day.

4+ hours is required counts as a half day.

Completed Week

➤ **Cooperating Teacher Responsibilities**

- Complete and acknowledge required training
- Provide weekly written feedback to students
- Approve Time Log weekly in the AEP
- Participate in mid-point & final 3-way conference and complete online evaluations in the AEP
- Recommend clinical teacher for certification

➤ **University Supervisor Responsibilities**

- Complete and acknowledge required training
- Orientation for student and cooperating teacher by first day of clinical teaching
- At least 4 (45-minute) FORMAL observations with written feedback
- Facilitate mid-point & final 3-way conference and complete online evaluations
- Conduct at least 3 seminars for clinical teachers
- First contact for questions and/or concerns
- Recommend clinical teacher for certification

HANDBOOK

SUPPLEMENTS

- Formal Observation
- Midpoint/Final Evaluation
- Observation Suggestions for Clinical Teachers
- Lesson Plans
- Pacing Schedule
- Semester Projected Schedule
- Weekly Clinical Teaching Schedule
- Cooperating Teacher Information
- Growth/Probation Plan
- Clinical Teacher Emergency Contact Form
- Code of Ethics and Standard Practices for Texas Educators
- Immunity Status for Clinical Teachers
- Texas Teacher Standards

CALENDAR

SPRING 2025 TLAC CLINICAL TEACHING CALENDAR 70 FULL DAYS

Clinical Teaching Orientation Seminar with Supervisors	By the first day of school
Seminar 2	Week 3
• Canvas Discussion 1	February 7
First Formal Observation	Week 3/4 <i>(no later than February 7)</i>
Second Formal Observation & Midpoint Conference/Evaluation	Week 6/7 <i>(no later than February 28)</i>
Seminar 3	Week 8
Third Formal Observation	Week 9/10 <i>(no later than March 28)</i>
Education Career Fair	March 31
Seminar 4	Week 12
• Canvas Discussion 2	April 18
Fourth Formal Observation & Final Conference/Evaluation	Week 13/14 <i>(no later than April 25)</i>
Evaluation of Cooperating Teacher & University Supervisor	April 25
Post-Graduation Survey	April 25
Time Log	Last day of clinical teaching
Commencement: (Visit http://graduation.tamu.edu to verify date & time)	May 8-10
<p>CLINICAL TEACHING: clinical-teaching@tamu.edu</p> <p>CERTIFICATION: Educator Certification Office – certificationoffice@tamu.edu</p>	

LIABILITY INSURANCE

Texas Classroom Teachers Association

- <https://tcta.org>

Association of Texas Professional Educators

- <http://www.atpe.org>

Texas State Teacher Association/National Education Association

- <http://www.tsta.org>

SPRING 2025 TAMU EDUCATION CAREER FAIR

(followed by mandatory meeting regarding graduation and certification)

Monday, March 31, 2025

In person attendance is required!

The day does ***NOT*** count toward your 70 field days.

CERTIFICATION OFFICE

CONTACT INFORMATION

Education Certification Office

Harrington Tower, 634 EDCT

979-845-5360

certificationoffice@tamu.edu

www.certification.tamu.edu

Office of Educator Preparation
Programs & Certification Website



<https://certification.tamu.edu>

All 240 tutoring, testing, and TEA certification questions.

Clinical Teaching Office

Harrington Tower, Suite 211

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Sharon Matthews

TLAC Clinical Professor

Kara Green

Field Experiences Team Lead

Meeting Attendance

Use the QR code or link to complete the survey and record your attendance at this meeting!



https://tamucehd.qualtrics.com/jfe/form/SV_5uNr2nmAM5JCqRU

QUESTIONS?

Q&A

THANK YOU



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