

Fall 2025 TLAC Clinical Teaching

Clinical Teaching Orientation Meeting

May 2, 2025



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

Faith Carter

Field Experiences Team, Clinical Teaching Program Coordinator

Sharon Matthews

TLAC Clinical Professor, Associate DH for Undergraduate Programs

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
- Turn on your camera and stay engaged!

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

Testing Requirement

- You will not receive your placement until you have passed your primary content and STR exam. Deadline to pass is May 5!
 - *If you do not pass by May 5, you will receive an email with the next steps.*
- You are required to attempt your PPR exam by July 1
- Please schedule a time to test ASAP!
- Request a voucher from the Certification Office.

FAQs

➤ 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 the end of May.**
- 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 first day of school.
- 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 August. You will receive an email to complete the required assignments.

NEW PLACEMENT OPTION

- Richards ISD is a new partnering district
- They are offering a \$3000 stipend for clinical teachers in the fall
- If you are interested in switching your placement to Richards ISD please email: clinical-teaching@tamu.edu.

PROFESSIONALISM

- Only one 'First Impression'
- **YOU ARE A GUEST IN THE CLASSROOM/DISTRICT**
- 14-week job interview
- Professional dress
- Punctuality
- TAKE INITIATIVE
- 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
- Growth plans

AEP

- All field experience placements will be uploaded in the AEP
- Forms, formal & informal 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

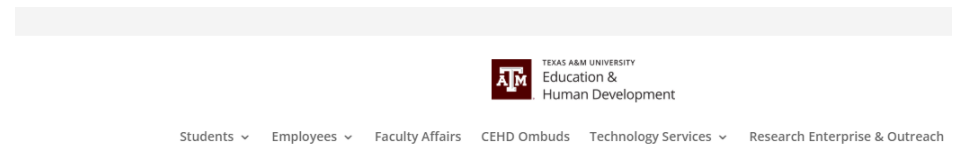
CANVAS

- Check Canvas regularly
- 2 Canvas Assignments will be required throughout the semester
- Syllabus
- Announcements
- Modules
- Helpful Documents

TLAC CLINICAL TEACHING WEBSITE

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

- Handbook – *updated over summer*
- Calendar
- Meeting PowerPoints
- Form instructions



TLAC CLINICAL TEACHING

SPRING 2025

- [Handbook](#)
- [Calendar](#)
- [Clinical Teaching Informational Meeting PPT \(from 9.13.24\)](#)
- [Clinical Teaching Informational Meeting PPT \(from 12.4.24\)](#)
- [CIRT Travel Form](#) and [Instructions](#)

FALL 2025

IMPORTANT DATES:

- February 28 – Mandatory Clinical Teaching Information via Zoom
- May 2 (10:00 AM) – Mandatory Clinical Teaching Orientation via Zoom
- May 5 – Deadline to pass Content exam & STR (if EC-6 or 4-8 ELA/SS)

SCHOOL DISTRICTS

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

CONTACT INFORMATION

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

HANDBOOK

- Will be updated and available in July
- 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
- Absences must be made up at end of semester
- 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 the semester:**
 - ✓ Time Log – fill out daily and approved weekly by cooperating teacher
 - ✓ 4 reflections following each formal observation by the supervisor
 - ✓ 3 reflections following each informal observation by the supervisor
 - ✓ 4 reflections following the midpoint and final evaluations
 - ✓ 4 Seminars with a supervisor
 - ✓ 2 Canvas assignments
- **End of semester:**
 - ✓ Evaluations of Cooperating Teacher and Supervisor
 - ✓ Post-graduation survey

HANDBOOK

ASSIGNMENTS (continued)

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

**Texas A&M University – Department of Teaching, Learning & Culture
Semester Projected Clinical Teacher Schedule**

Name: _____ Cooperating Teacher: _____ Campus: _____

Week Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Dates																
Subject & Time																

**Texas A&M University – Department of Teaching, Learning & Culture
Clinical Teacher Pacing Schedule**

WEEK	RESPONSIBILITIES
0	Orientation Seminar with University Supervisor Upload/Submit required forms
1	Observe, assist, team-teach The majority of time is focused on learning classroom routines and observing students and cooperating teacher. Team teaching is appropriate.
2	Co-plan and teach 1-2 classes/subjects Preplan with the cooperating teacher. Write detailed lesson plans based on preplanning sessions. Observe the cooperating teacher model how to teach lesson/s that were discussed. Note any needed adjustments to the prepared lesson plans before independently teaching the lesson/s to other class periods.
3	Independently plan and teach 2-3 classes/subjects Second Seminar with University Supervisor
4	Independently plan and teach 3-4 classes/subjects Formal Observation 1 CANVAS 1 Discussion
5-7	Full Responsibility Choose 10 consecutive days during these weeks for full responsibility. When not in full responsibility, plan and teach 2-3 classes/subjects. Formal Observation 2 MID-POINT CONFERENCES DURING WEEKS 6/7 Option following 1st Full Responsibility: Second Environment
8-10	Plan and teach 2-3 classes/subjects Rotate subjects/periods to prepare for the second full responsibility. Formal Observation 3 Third Seminar with University Supervisor Second Environment remains an option.
11-14	Second Full Responsibility Choose 10 consecutive days during these weeks for full responsibility. When not in full responsibility, plan and teach 2-3 classes/subjects. Career Fair Formal Observation 4 FINAL CONFERENCES DURING WEEKS 13/14 CANVAS 2 Discussion Fourth Seminar with University Supervisor The last week may also be used as a 'transition' week.

Note: This is a recommended schedule but can be adjusted to meet individual needs.
The Clinical Teaching Handbook provides details for semester requirements.

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 (Assessment and Evaluation Portal) interface. On the left is a dark sidebar with navigation links: Home, My Home, Admissions, Exams, Assignments, Portfolio, Field Experiences (highlighted in blue), My Placements, and Training. At the bottom of the sidebar is the user name 'Miss Reveille'. A red warning box at the top of the sidebar reads: 'WARNING: You have assumed the identity of another account! Revert'. The main content area has a dark header with the TAMU logo and navigation links: Home, certification, education.tamu, help. Below the header is a red banner with the title 'Absence Report'. 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. A link 'My Placements' is located below the form.

HANDBOOK

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

- Updated to meet new TEA compliance
- More details will be shared in July
- Content, PD, Extracurricular, Lunch hours
- Must be filled out daily
- Automatically keeps track of days & hours
- Cooperating teacher needs to approve weekly
- Record seminars with supervisors in Notes

HANDBOOK

➤ **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
- 3 Informal observations – related to specific goals
- 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

FALL 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	September 12
First Formal Observation	Week 3/4 <i>(no later than September 12)</i>
Second Formal Observation & Midpoint Conference/Evaluation	Week 6/7 <i>(no later than October 3)</i>
Seminar 3	Week 8
Third Formal Observation	Week 9/10 <i>(no later than October 24)</i>
Education Career Fair	November 3
Seminar 4	Week 12
• Canvas Discussion 2	November 7
Fourth Formal Observation & Final Conference/Evaluation	Week 13/14 <i>(no later than November 21)</i>
Evaluation of Cooperating Teacher & University Supervisor	November 21
Post-Graduation Survey	November 21
Attendance Log	Last day of clinical teaching
Commencement: (Visit http://graduation.tamu.edu to verify date & time)	December 18-20
<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>

Fall 2025 TAMU EDUCATION CAREER FAIR

(followed by mandatory meeting regarding graduation and certification,
blue cord presentation and DDC gift)

Monday, November 3, 2025

In person attendance is required!

Additional Zoom Meeting

- July 30th @ 10:00 AM

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 spring grades post on 13 May.
- 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 on or about 15 August.
- To facilitate the process and students must have a diploma fee on their billing statement. (applied for graduation). The graduation application opens Monday 11 August for Fall 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>

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.

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QUEST

Q&A

IONS?

THANK YOU



TEXAS A&M UNIVERSITY
Education &
Human Development