

Clinical Placement Procedures for School Partners



UNC CHARLOTTE
Cato College of Education

Session Agenda

1. Introductions
2. Overview of the Office of School & Community Partnerships
3. Program Redesign & Clinical Changes
4. Clinical Placement Procedures for Schools & Contacts
5. Clinical Procedures for Students
6. Troubleshooting
7. Questions & Answers

Session Facilitator

- Dr. Tisha Greene, Assistant Dean - Office of School & Community Partnerships



Office of School & Community Partnerships

- Formerly the Office of Field Experiences.
- Place student teachers & yearlong internships & early clinicals.
- Students will either be placed for early clinicals, yearlong internship 1 or yearlong internship 2.
 - The Yearlong internship 2 schools are also our partnership schools and includes the student teaching semester.
- We also support schools and community organizations with hosting events, professional development and other educational initiatives.

Important Definitions

- **Faculty Site Coordinators** = aka Site Coordinator. Former University Supervisors. The supervising faculty who serve as the contact for student teachers and provide supervision.
- **Candidate** = University students completing a program toward an education license.
- **Clinical Educator** = Site-based teacher hosting the candidate during the clinical or student teaching experience.

Program Redesign



Program Redesign

- All programs were redesigned so that both undergraduate and graduate candidates will experience a yearlong internship.
- Undergraduate candidates will experience two yearlong internships.
- The first yearlong internship occurs during the junior year (second semester sophomore year for middle grades candidates).
- The second yearlong internship culminates in student teaching for all candidates.

Program Redesign Continued

- The redesign included school partners.
- The inclusion of a second yearlong internship was to provide candidates with additional opportunities for field experiences.
- We are seeking partner schools who will host candidates for the yearlong internship 1. These candidates will be in their junior year.
- Most will spend time working with students in one-on-one or small group settings. They will rarely teach whole group.

Clinical PLACEMENT



Clinical Placement

- **Most** candidates are either in early clinical experiences (EDUC/SPED 2100 or 3100 courses) or in their yearlong 1 or 2 internship.
- Candidates outside of the early clinical experiences will spend a **full year** at your school site prior to student teaching.
- This is a great recruitment tool and opportunity for candidates to have field experiences outside of the classroom setting.

Procedures for School Contacts

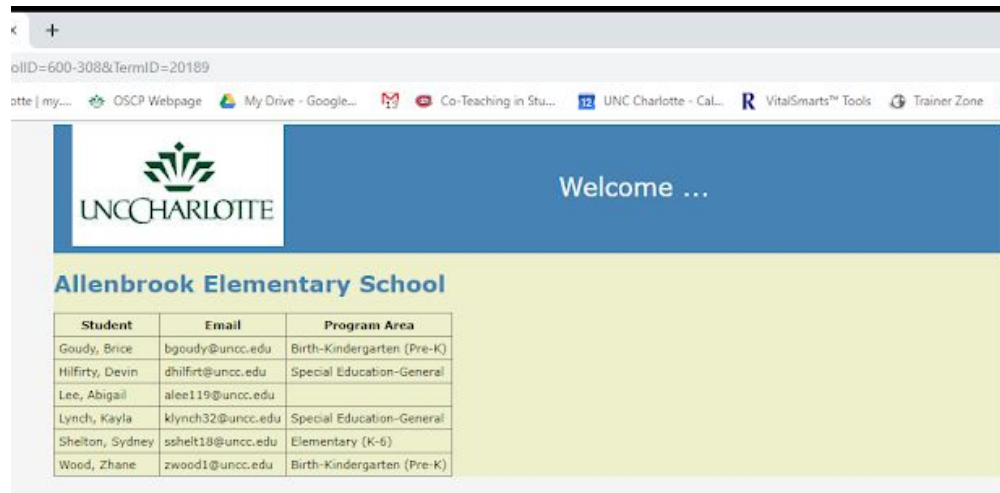
- Candidates begin signing up for clinical experiences the first week of classes (August 19, 2019).
- During the first week of September, school contacts will be sent a URL to use throughout the semester to access the list of students who have signed-up for their school in real time.
- **Candidates are asked to wait until after the first week of school to begin their clinical placement experience at schools.**

Procedures for School Contacts Cont.

- School contacts will be asked to submit a spreadsheet of clinical educators hosting candidates on or around **November 1, 2019**.
- These clinical educators will be sent a dispositions survey on our candidates at the end of the semester.

Example

<https://ofeclinicals.uncc.edu/SchoolAppointments.aspx?SchoolID=600-308&TermID=20189>



The screenshot shows a web browser window with the UNC Charlotte logo on the left and a blue header with the text "Welcome ...". Below the header, the page title is "Allenbrook Elementary School". A table lists student appointments with columns for Student, Email, and Program Area.

Student	Email	Program Area
Goudy, Brice	bgoudy@uncc.edu	Birth-Kindergarten (Pre-K)
Hilfirty, Devin	dhilfirt@uncc.edu	Special Education-General
Lee, Abigail	alee119@uncc.edu	
Lynch, Kayla	klynch32@uncc.edu	Special Education-General
Shelton, Sydney	sshelt18@uncc.edu	Elementary (K-6)
Wood, Zhane	zwood1@uncc.edu	Birth-Kindergarten (Pre-K)

Procedures for Candidates



Clinical Procedures for Candidates

- Candidates must adhere to the background clearance requirements for the school/district.
- Candidates should confirm the time/date with the school contact or the clinical educator (to whose classroom they have been assigned).
- In some cases the candidate may need to observe more than one classroom/clinical educator.
- Candidates should have the clinical educator/school contact sign-off on the attendance log at each visit.

Clinical Procedures for Candidates Cont...

- Field Experience Checklist activities should be discussed and agreed upon by the clinical educator and candidate.
- Additional activities may be assigned by course instructors and may not be listed on the checklist.
- School contacts/clinical educators should contact the Office of School & Community Partnerships or the course instructor if there are any questions or concerns.

Clinical Procedures for Candidates Cont...

- Candidates must adhere to the Dress Code Policy and all school and district rules/policies
- At the end of each semester, a survey is sent to the clinical educator to evaluate the candidate's performance.
- We utilize this survey data to make program improvements and to provide accountability.

Troubleshooting



Troubleshooting

- Candidates should always adhere to the Cato College of Education Dress Code Policy.
- Candidates must always remain professional and positive. **They are guests in your school.**
- To avoid issues of not completing their clinical/internship hours, we will request a list of clinical educators hosting students at your school & their email addresses.
- Contact our office or the course instructor for **ANY AND ALL** concerns.
- Refer to the Clinical Progression Charts for course requirements and clinical hours.

Questions?



Contact Information:

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Website: <https://osacp.uncc.edu>