

**Educators for Liberation, Justice, and Joy Teacher Education Program**

**Graduate Credential Program - Humanities & Math/Science**

**INTERN CREDENTIAL CANDIDATE'S CLINICAL/ FIELD EXPERIENCE - PHASES & ROLES**

<b>Phases</b>	<b>Candidate</b>	<b>Site Supervisor</b>	<b>Program Supervisor</b>	<b>Milestones</b>
<b>Pre-Placement</b>	<ul style="list-style-type: none"> <li>- Contact and communicate with Academic Coordinator &amp; Credential Analyst</li> <li>- Consult with Program Director about internship</li> <li>- Investigate and secure internship site</li> <li>- Complete all required documentation</li> </ul>	<ul style="list-style-type: none"> <li>- Interview Intern</li> <li>- Facilitate internship as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>- Communicate with "mini-cohort" of STs, and CTs</li> <li>- (Re)learn Mills expectations; tools, processes, &amp; resources for supervision</li> </ul>	<b>Placement finalized (Intern, Site Supervisor)</b>
<b>Beginning of Year/ Initial Triad Mtg</b>	<ul style="list-style-type: none"> <li>- Get to know Supervisors &amp; school</li> <li>- Coordinate time for weekly meeting with Site Supervisor</li> <li>- Build relationships with students and school community</li> <li>- Establish classroom and school routines</li> <li>- Learn about Mills at Northeastern expectations, tools, processes, &amp; resources</li> </ul>	<ul style="list-style-type: none"> <li>- Get to know Intern &amp; SUP</li> <li>- Share generally about self &amp; school with Intern &amp; SUP</li> <li>- Coordinate time for weekly meeting with Intern</li> <li>- Learn about Mills at Northeastern expectations, tools, processes, &amp; resources</li> </ul>	<ul style="list-style-type: none"> <li>- Get to know Intern &amp; Site Supervisor</li> <li>- Share about self</li> <li>- Orient Intern and Site Supervisor to program and role; share about program &amp; introduce Intern to practical tools</li> <li>- Schedule regular check-ins and subsequent triad meetings, as well as observations</li> <li>- Establish working norms and expectations (specific to interactions and communication)</li> </ul>	<b>Relationship foundations established</b> <b>Norms for communication and interaction are established</b> <b>Schedule of observations created</b> <b>Access required assessment and documentation tools and forms</b>

			<ul style="list-style-type: none"> <li>- Take notes on Intern development as needed and begin reflecting on supervision/coaching practice weekly</li> <li>- Contact Clinical Experience Coordinator &amp; obtain required forms and information</li> </ul>	
<b>Beginning of Placement</b>	<ul style="list-style-type: none"> <li>- Get to know Site Supervisor in detail</li> <li>- Share about self in detail</li> <li>- Establish working norms</li> <li>- Participate in all staff meetings and professional development</li> <li>- Develop calendar that maps school site and university coursework/key assignments, and any other responsibilities as relevant; Share this with Site Supervisor and SUP</li> </ul>	<ul style="list-style-type: none"> <li>- Get to know Intern in detail</li> <li>- Share about self in detail</li> <li>- Establish working norms</li> <li>- <u>Provide:</u> <ul style="list-style-type: none"> <li>→ Overview of school</li> <li>→ Overview of staff responsibilities</li> <li>→ Overview of student expectations</li> <li>→ Overview of (yearlong) curriculum</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Meet &amp; thank the principal/school leader(s)</li> <li>- Take notes as needed and continue reflecting on supervision/"coaching" practice weekly</li> <li>- Support "mini-cohort" of STs in developing "master" calendar</li> </ul>	<p><b>Get to know each other (ST, CT, SUP)</b></p> <p><b>Get to know school and community (ST, SUP)</b></p> <p><b>Establish common routines &amp; structures for working relationship</b></p> <p><b>Create shared calendar</b></p>
<b>Phase 1 - 1st half of Fall Semester</b>	<ul style="list-style-type: none"> <li>- Learn student &amp; staff names</li> <li>- Connect with all students</li> <li>- Provide CT with logistical assistance</li> <li>- Practice initial whole-group logistical leadership</li> <li>- Help students 1x1</li> <li>- Complete Case Study for C&amp;I</li> <li>- Observe CT weekly</li> <li>- Interview CT weekly</li> <li>- Facilitate &amp; take notes at all meetings w/ CT for the year</li> </ul>	<ul style="list-style-type: none"> <li>- Lead all teaching and learning</li> <li>- Weekly feedback to ST on extent of mastery of TPEs</li> <li>- Support ST in development of expertise</li> <li>- <u>Provide:</u> <ul style="list-style-type: none"> <li>→ School's grading policies</li> <li>→ Course guiding documents</li> <li>→ Unit &amp; lesson plan models</li> <li>→ Connect intern with other teachers at site and district</li> <li>→ Necessary access to &amp; information regarding IEPs / 504s / ELL docs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Complete 1-3 observations</li> <li>- Respond to intern's weekly Professional Reflections</li> <li>- Support as needed</li> <li>- Reflect and work on supervision/coaching practice</li> </ul>	<p><b>Completed observation reports</b></p> <p><b>Provide instructional formats and planning models (Site Supervisor, Program Supervisor)</b></p> <p><b>Submit curricular plans regularly to Site Supervisor; obtain feedback</b></p>
<b>Fall Mid Semester Check-In</b>	<ul style="list-style-type: none"> <li>- Schedule a time for mid-semester check-in</li> <li>- Self-assess and reflect in growth and needs</li> <li>- Prepare notes for check-in</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate time for mid-semester check-in</li> <li>- Prepare notes on intern's strengths, areas of growth, and potential growth</li> <li>- Define specific recommendations</li> </ul>	<ul style="list-style-type: none"> <li>- Review observation reports</li> <li>- Evaluate intern development based on specific TPEs</li> <li>- <i>Schedule and facilitate triad meeting with intern and Site Supervisor</i></li> <li>- <i>Prepare Mid-semester assessment report for Clinical</i></li> </ul>	<p><b>Document development</b></p> <p><b>Mid-semester assessment</b></p> <p><b>Set goals for rest of semester</b></p>

			Experience Coordinator	
<b>Phase 2 - 2nd half of Fall Semester</b>	<ul style="list-style-type: none"> <li>- Expand curriculum planning and pedagogical practice</li> <li>- Assume leadership in tracing directions for future growth as informed by Mid-Semester Check-In</li> <li>- Make arrangements to observe other teachers at school site or other schools; coordinate with Site Supervisor and Program Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>- Support intern growth in accordance with Mid-Semester Check In decisions / ideas</li> <li>- Weekly observations, documentation, assessment &amp; feedback</li> <li>- <u>Provide:</u> <ul style="list-style-type: none"> <li>→ <i>Model curricular and pedagogical guidance for Intern</i></li> <li>→ <i>Continue regular observations and provide appropriate feedback</i></li> <li>→ <i>Support with reteaching strategies</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Complete 1 - 3 observations</li> <li>- Respond to Weekly Professional Reflections</li> <li>- Support as needed</li> <li>- Reflect on growth as cognitive coach and mentor</li> </ul>	<p><b>Stabilize teaching practice structures and routines</b></p> <p><b>Professionalism dispositions and norms solidified</b></p> <p><b>Prepare for grading procedures and deadline</b></p> <p><b>Establish connections with site support staff</b></p>
<b>End of Semester Evaluations &amp; Triad Meeting</b>	<ul style="list-style-type: none"> <li>- Complete end of semester Clinical Experience Assessment Form</li> <li>- Reflect on growth and future growth</li> <li>- Participate in Triad meeting</li> <li>- Submit all assessment documentation</li> </ul>	<ul style="list-style-type: none"> <li>- Complete end of semester Clinical Experience Assessment Form</li> <li>- Participate in Triad meeting</li> <li>- Reflect on growth and future growth as mentor and coach</li> <li>- Plan ahead for spring semester</li> </ul>	<ul style="list-style-type: none"> <li>- Complete end of semester Clinical Experience Assessment Form</li> <li>- Facilitate Triad meeting</li> <li>- Reflect on growth and future growth as mentor and coach</li> <li>- Plan ahead for spring semester</li> </ul>	<p><b>Document progress</b></p> <p><b>Submit required documentation</b></p> <p><b>Reflect on growth</b></p>
<b>Phase 3 - 1st half of Spring Semester</b>	<ul style="list-style-type: none"> <li>- Agree on goals for spring semester informed by Triad Meeting</li> <li>- Evaluate remaining assets and challenges</li> <li>- Plan calendar and schedule informed by coursework and other program requirements</li> <li>- Plan for executing EdTPA Tasks</li> </ul>	<ul style="list-style-type: none"> <li>- Support intern's growth in accordance with Fall Semester's Clinical Experience Assessment</li> <li>- Continue observations and provide feedback</li> <li>- Support planning for learners with special needs / ELL</li> <li>- Coordinate support and assessment with Site Supervisor</li> <li>- Continue reflecting on and improving mentoring and coaching</li> <li>- <u>Provide:</u> <ul style="list-style-type: none"> <li>→ <i>Curriculum and materials support to enhance candidate's teaching</i></li> <li>→ <i>Collaboration and possibly take over to demonstrate particular approaches to teaching</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Observe 1 - 3 x</li> <li>- Respond to Weekly Reflections</li> <li>- Coordinate support and assessment with Site Supervisor</li> <li>- Continue reflecting on and improving mentoring and coaching</li> <li>- Informal assessment of intern's progress; communicate with Clinical Experience Coordinator</li> </ul>	<p><b>Calendar and plans to accommodate edTPA</b></p> <p><b>Unit, lesson, &amp; assessment planning skills further development</b></p> <p><b>Informal assessment of progress</b></p>

<b>Mid Semester Check In - Spring</b>		<ul style="list-style-type: none"> <li>- Evaluate candidate's development</li> <li>- Continue providing support; take-over as necessary and appropriate</li> </ul>	<ul style="list-style-type: none"> <li>- Evaluate candidate's development</li> <li>- Complete 1-3 observations</li> <li>- File observation reports</li> </ul>	<b>Continue documentation and assessment</b>
<b>Phase 4 - 2nd half of Spring Semester</b>	<ul style="list-style-type: none"> <li>- Preparation to wrap up academic year requirements for credential</li> <li>- Execute edTPA Tasks</li> <li>- Prepare and submit edTPA portfolio</li> <li>- Plan ahead to wrap up school year</li> </ul>	<ul style="list-style-type: none"> <li>- Support ST growth in accordance with Mid-Semester Check In decisions / ideas</li> <li>- Support lesson planning</li> <li>- Support assessment planning &amp; reflection</li> <li>- Weekly feedback</li> <li>- Guidance on the job hunt</li> <li>- <u>Provide:</u> <ul style="list-style-type: none"> <li>→ Opportunity for full take over (2 to 3-week experiences)</li> <li>→ Suggestions of colleagues to observe</li> </ul> </li> </ul>		<b>Unit, lesson, &amp; assessment planning skills solidified (ST, CT)</b> <b>Full take-over skills solidified (ST, CT)</b> <b>EdTPA Tasks completed (ST)</b> <b>Mills Portfolio completed (ST)</b>
<b>End of Year Evaluations &amp; Triad Meeting</b>	<ul style="list-style-type: none"> <li>- Complete End of Year Eval doc</li> <li>- Attend Triad Meeting</li> <li>- Submit Fieldwork Experience log</li> </ul>	<ul style="list-style-type: none"> <li>- Complete End of Year Eval doc</li> <li>- Attend Triad Meeting</li> </ul>	<ul style="list-style-type: none"> <li>- Complete End of Year Eval doc</li> <li>- Take &amp; submit notes using template</li> </ul>	<b>Document progress (ST, CT, SUP)</b> <b>Reflect on growth and development (ST, CT, SUP)</b>