

Educators for Liberation, Justice, and Joy Teacher Education Program
Graduate Credential Program - Humanities & Math/Science
STUDENT TEACHER'S CLINICAL/FIELD EXPERIENCE - PHASES & ROLES

Student Teacher = ST | Cooperating Teacher = CT | Supervisor = SUP

	ST Role	CT Role	SUP Role	Milestones
Pre-Placement Phase	- Interview CT(s)	- Interview ST(s)	- Communicate with "mini-cohort" of STs, and CTs - (Re)learn Mills expectations; tools, processes, & resources for supervision	Placement finalized (ST, CT)
Beginning of Year/ Initial Triad Mtg	- Get to know CT & SUP - Coordinate time for weekly meeting with CT - Share generally about self with CT, SUP, students - Learn about Mills expectations, tools, processes, & resources	- Get to know ST & SUP - Share generally about self & school with ST & SUP - Coordinate time for weekly meeting with ST - Learn about Mills expectations, tools, processes, & resources	- Get to know ST & CT - Share about self - Orient CT to program and role; share about program & introduce CT to tools - Schedule fall check in and 3 way meetings, as well as observations if possible - Establish working norms and expectations (specific to interactions and communication) - Take notes on ST development as needed and begin reflecting on supervision/"coaching" practice weekly in SUP's journal	Relationship foundations established (ST, CT, SUP) Norms for communication and interaction established (ST, CT, SUP) Schedule of observations created (SUP)
Beginning of Placement	- Get to know CT in detail - Share about self in detail - Establish working norms	- Get to know ST in detail - Share about self in detail - Establish working norms	- Meet & thank the principal/school leader(s) - Take notes as needed and	Get to know each other (ST, CT, SUP)

	<ul style="list-style-type: none"> - Facilitate & take notes at all mgs w/ CT - Develop “master” calendar that maps university coursework/key assignments, and any other responsibilities as relevant; Share this with CT and SUP 	<ul style="list-style-type: none"> - <u>Provide</u>: <ul style="list-style-type: none"> → <i>Overview of school</i> → <i>Overview of staff responsibilities</i> → <i>Overview of student expectations</i> → <i>Overview of (yearlong) curriculum</i> 	<ul style="list-style-type: none"> continue reflecting on supervision/“coaching” practice weekly - Support “mini-cohort” of STs in developing “master” calendar 	<p>Get to know school and community (ST, SUP)</p> <p>Routines for working relationship established (ST, CT, SUP)</p> <p>“Master” calendar created (ST)</p>
Phase 1 - 1st half of Fall Semester	<ul style="list-style-type: none"> - Learn student & staff names - Connect with all students - Provide CT with logistical assistance - Practice initial whole-group logistical leadership - Help students 1x1 - Complete Case Study for C&I - Observe CT weekly - Interview CT weekly - Facilitate & take notes at all meetings w/ CT for the year 	<ul style="list-style-type: none"> - Lead all teaching and learning - Weekly feedback to ST on extent of mastery of TPEs - Support ST in development of expertise - <u>Provide</u>: <ul style="list-style-type: none"> → <i>Overview grading & assessment</i> → <i>Course guiding documents</i> → <i>Unit & lesson plan models</i> → <i>Specific plans for ST to conduct one-on-one and/or small group leadership</i> 	<ul style="list-style-type: none"> - Observe 1 - 3 x - Respond to ST’s Weekly Reflections - Support as needed - Take notes as needed and continue reflecting on supervision/“coaching” practice weekly 	<p>Whole group logistical leadership skills develop (ST)</p> <p>Overview of instructional formats and planning models (CT)</p> <p>Case Study completed (ST)</p> <p>Professionalism skills develop (ST, CT, SUP)</p>
Fall Mid Semester Check-In	<ul style="list-style-type: none"> - Attend Triad Mtg 	<ul style="list-style-type: none"> - Attend Triad Mtg 	<ul style="list-style-type: none"> - Evaluate ST development based on specific TPEs <ul style="list-style-type: none"> → <i>Schedule and facilitate meeting with CT & ST</i> → <i>Take notes using template</i> → <i>Use notes from meeting and previous notes and reflections to write narrative about ST’s development</i> → <i>Submit template, which will include narrative</i> → <i>Identify STs who may need additional supports and provide interventions under guidance of Program Director</i> 	<p>Document progress (SUP)</p>
Phase 2 - 2nd half of Fall Semester	<ul style="list-style-type: none"> - Practice whole-group instruction & leadership as determined during mid-semester Triad mtg - Lead small group 1-2 days w/ CT lesson plans 	<ul style="list-style-type: none"> - Support ST growth in accordance with Mid-Semester Check In decisions / ideas - Weekly feedback - <u>Provide</u>: 	<ul style="list-style-type: none"> - Observe 1 - 3 x - Respond to Weekly Reflections - Support as needed - Take notes as needed and continue reflecting on 	<p>Whole group logistical leadership skills solidified (ST, CT)</p> <p>Professionalism skills solidified (ST, CT, SUP)</p>

	(twice) - Lead small group 1-2 days w/ ST lesson plans (twice) - Observe CT weekly - Interview CT weekly	→ Lesson plans for ST small group leadership for 1-2 days (twice) → Curriculum resources → Copies of IEPs / 504s / ELL docs → Reteaching strategies	supervision/"coaching" practice weekly	Small group leadership skills develop (ST, CT) Introduction to unit, lesson, & assessment planning (ST, CT)
Mid Year Evaluations & Triad Meeting	- Complete Mid Year Eval doc - Attend Triadmeeting	- Complete Mid Year Eval doc - Attend Triad meeting - Calendar sketch of spring semester	- Complete Mid Year Eval doc - Take notes using template - Submit notes to Program Director - Identify STs who may need additional supports and collaborate with Program Director to develop Growth Plan	Document progress (ST, CT, SUP) Reflect on growth (ST, CT, SUP)
Phase 3 - 1st half of Spring Semester	- Small group leadership - 1 full week w/ CT lesson plans - Small group leadership - 1 full week w/ ST lesson plans (twice) - Semi-take over - 2 week long unit - Plan for executing EdTPA Tasks	- Support ST growth in accordance with Mid-Semester Check In decisions / ideas - Support lesson planning - Support assessment planning & reflection - Support planning for learners with special needs / ELL - Weekly feedback - <u>Provide:</u> → Full week of small group lessons for ST leadership → Collaboration on semi-take over planning & assessment	- Observe 1 - 3 x - Respond to Weekly Reflections - Support as needed; for STs on Growth Plan, document progress - Take notes as needed and continue reflecting on supervision/"coaching" practice weekly	Small group leadership skills solidified Unit, lesson, & assessment planning skills develop Full take-over skills develop (ST, CT)
Mid Semester Check In - Spring	Attend Triad Meeting	Attend Triad Meeting	- Facilitate Triad Meeting - Evaluate ST development - Take & submit notes using template	Document progress (SUP)

Phase 4 - 2nd half of Spring Semester	<ul style="list-style-type: none"> - Full take over - 3 week long unit (twice) - Execute EdTPA Tasks - Finalize Mills portfolio 	<ul style="list-style-type: none"> - Support ST growth in accordance with Mid-Semester Check In decisions / ideas - Support lesson planning - Support assessment planning & reflection - Weekly feedback - Guidance on the job hunt - <u>Provide:</u> <ul style="list-style-type: none"> → <i>Opportunity for full take over (2 to 3-week experiences)</i> → <i>Suggestions of colleagues to observe</i> 		<p>Unit, lesson, & assessment planning skills solidified (ST, CT)</p> <p>Full take-over skills solidified (ST, CT)</p> <p>EdTPA Tasks completed (ST)</p> <p>Mills Portfolio completed (ST)</p>
End of Year Evaluations & Triad Meeting	<ul style="list-style-type: none"> - Complete End of Year Eval doc - Attend Triad Meeting - Submit Fieldwork Experience log 	<ul style="list-style-type: none"> - Complete End of Year Eval doc - Attend Triad Meeting 	<ul style="list-style-type: none"> - Complete End of Year Eval doc - Take & submit notes using template 	<p>Document progress (ST, CT, SUP)</p> <p>Reflect on growth and development (ST, CT, SUP)</p>