
From: Zoom <no-reply@zoom.us>

Sent: Monday, August 25, 2025 6:20 PM

To: Adrian Zappala <adrian.zappala@alliant.edu>

Subject: Meeting assets for Clinical Practice Course Training are ready!

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Meeting assets for Clinical Practice Course Training are ready!

Hi Dr. Adrian Zappala

The following assets for the meeting - Clinical Practice Course Training are now available.

Meeting summary

Quick recap

The meeting focused on updates to clinical practice courses, including changes to lesson plans and requirements based on feedback from candidates, instructors, and accreditors. Discussions covered the verification of clinical practice hours, documentation processes, and grading measures for candidates, emphasizing the importance of meeting minimum requirements and completing all credentialing tasks. The meeting also addressed updates to assignments, deadlines, and feedback surveys, while clarifying various course requirements and processes for participants.

Next steps

- Dr. Zapala to check with Lauren and instructional design team about the versioning issue with the lesson plan template and get back to faculty by Friday.
- Dr. Zapala to follow up with Hannah regarding the due date discrepancy in Clinical Practice 4 between the syllabus and Canvas .
- Faculty to carefully review verification of hours logs in Week 8 to ensure they are complete, signed, and contain the correct number of hours.
- Faculty to assess the two new Week 8 assignments and provide feedback on implementation.
- Faculty to reach out to program directors with any questions about verification of hours logs, particularly when approaching Week 8.
- Faculty teaching Clinical Practice 3 to ensure lesson plans focus on Teaching Performance Expectations Standard 7 .

Summary

Clinical Practice Course Updates

The meeting focused on updates to the clinical practice courses, particularly for week 8, which were made in response to candidate, instructor, and accreditor feedback. Adrian Zapala, a program director, led the discussion, highlighting changes to lesson plans, which now emphasize literacy instruction in line with teaching performance expectations. He encouraged instructors to reach out with questions and provided contact information for further clarification. The session aimed to keep instructors informed and engaged, ensuring a smooth implementation of the updated clinical practice courses.

Clinical Hours Log Verification

The meeting focused on the verification of hours logs for clinical practice candidates. Dr. emphasized the importance of ensuring logs

are complete, accurate, and formatted correctly, as incomplete logs can lead to candidates having to redo hours, particularly for those in intern positions. Dr. requested instructors to double-check candidates' logs to meet the required 600 total hours, divided into 150 hours per term across four clinical practice courses. Carmy confirmed the requirement in the chat.

Clinical Practice Hours Documentation Requirements

The meeting focused on clarifying the requirements and documentation processes for clinical practice hours, particularly for interns and student teachers. Dr. emphasized the importance of verifying the 36 hours of additional support and supervision, as well as the 12 hours of English learner-specific support, ensuring they meet the required totals over four courses. Carmy clarified that while interns do not need to submit all 150 hours of clinical practice per term, they must document the specified additional and ELL support hours, which are crucial for credentialing. Participants were encouraged to reach out to program directors with any questions during the review process, and Carmy noted that candidates who fail to meet the required hours by the end of their program may need to enroll in an advanced mentoring course to complete the necessary hours.

CP Course Grading and Accountability

The meeting discussed the grading and accountability measures for candidates in a CP course. Carmy explained that candidates who do not meet the minimum requirements will fail and have to repeat the course. Dr. emphasized the importance of candidates completing all credential requirements, such as the EDPa and IDP, by the end of the program. Two new assignments were introduced: a checklist for end-of-course credential completion and a feedback survey for district-employed supervisors. These assignments aim to hold candidates accountable for self-assessing their progress towards completing all program requirements.

Lesson Plan Template and Assignments

The meeting focused on several key topics. Dr. Paula addressed a versioning issue with the lesson plan template, which is being worked

on by Lauren and the instructional design team. She also discussed revisions to the template based on candidate and faculty feedback, aiming to make it less cumbersome. Greg raised a concern about candidates skipping the lesson video assignment in clinical practice courses, and Dr. Paula emphasized the importance of completing this assignment for developmental feedback, even if it affects the grade. The conversation ended with a discussion about an end-of-term candidate feedback survey for district-employed supervisors, which is part of accreditation requirements and good practice.

Clinical Practice Course Updates

The meeting focused on discussing updates to the clinical practice course, including changes to assignments and deadlines. Dr. Zapala emphasized the importance of feedback during week 8 and confirmed that major assignments are typically due on Sundays, though Hannah will email to clarify specific assignment deadlines. The group also discussed the credentialing checklist and feedback survey, with Patti appreciating the ability for students to provide support feedback about their supervisors. Faith inquired about lesson plans, and Dr. Zapala confirmed they would provide an update by Friday. Karla raised a question about the English language learner log, which Carmie explained involves learning activities with DSPs, principals, or ELA specialists, not necessarily direct teaching.

AI can make mistakes. Review for accuracy.

Please rate the accuracy of this summary.



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