

Field Supervisor Checklist



First Weeks of Clinical Teaching

- Make sure to get district background check clearance (only: Brownsville, Harlingen, Los Fresnos, and San Benito)
- Prepare course syllabus and post on FPT (Due Sept. 9)
- Contact Clinical Teachers prior Clinical Teacher Orientation
- Collect Clinical Teacher Information Sheet (Due Sept. 9 to OFE)
- Collect Cooperating Teacher Application and Evidence (Due Sept. 9 to OFE)
- Ensure clinical teacher is placed correctly (classroom and cooperating teacher certification must be in the subject area and grade level of certification sought)
- Ensure there is only ONE clinical teacher per cooperating teacher (NO other clinical teacher from other university)
- Hold initial 3-way conference with the cooperating teacher and the clinical teacher (Due Sept. 16)
- Complete census day verification (Due Sept. 14)



During the Semester and Required Assessments

- Communicate regularly with clinical teachers and cooperating teachers
- Ensure time and attendance are approved
- Complete in TK20 Observation #1 (45 minutes) (Due Sept. 23)
- Complete in TK20 Observation #2 (45 minutes) (Due Oct. 14)
- Complete in TK20 Observation #3 (45 minutes) (Due Nov. 4)
- Complete in TK20 Observation #4 (45 minutes) (Due Nov. 25)
- For All-levels clinical teachers- Make sure 1st placement binder is complete (Due Oct. 14)
- For All-levels clinical teachers- Make sure 1st placement teacher recommendation is complete (Due Oct. 14)
- For All-levels clinical teachers- 2nd placement starts (Oct. 17)
- For All-levels clinical teachers- Please collect 2nd placement clinical teacher information and cooperating teacher application and evidence (Due Oct. 28)
- Tripods due to our office (Due Nov. 18)
- Ensure final TWS is completed with non-identifiable information (Due Nov. 27)



End of the Semester

- Complete Clinical Teacher Binders (Due Dec. 9)
- Ensure Cooperating Teacher has provided a recommendation and completed all TK-20 required documentation (Due Dec. 9)
- Attend TWS Calibration (Dec. 8)
- Post Grades (Due Dec. 19 by 3pm)

