3.4.d – Documentation of the preparation of clinical faculty for their roles (e.g., orientation and other meetings/trainings)

Clinical teachers and university supervisors are required to attend a one day training prior to having a student teacher or intern. The training explains ECU’s policies, procedures and paperwork, as well a detailed piece on helping a novice grow from feedback and conferencing. In addition, clinical teachers learn about TaskStream—our electronic portfolio assessment system—edTPA, and ECU’s commitment to performance evaluation. The [Clinical Teacher/University Supervisor Handbook](#) is utilized in training and serves as a designated manual when an intern is assigned.

The materials referenced below are used in the Clinical Teacher Training, of which include the training agenda, PowerPoint slides, participant packets, an information sheet, and a feedback questionnaire. Training typically occurs in the summer and is local to, four to five of the LCSN districts. This eases travel for the participants and builds relationships with school partners. About six training sessions are held each summer from 8 a.m. to 4 p.m. with approximately 250 new teachers being trained each summer. Priority is given to teachers in areas of need for placements, such as special education, middle grades teachers, and certain K-12 programs. Principal recommendations are required for all clinical teachers.

**Clinical Teacher Preparation**

- [Clinical Teacher Trainers Agenda](#)
- [Clinical Teacher Training PowerPoint](#)
- [Clinical Teacher Training Participation Packet](#)
- [Clinical Teacher Training Information Sheet](#)
- [Clinical Teacher Training Feedback Questionnaire](#)

Following the initial training, all clinical teachers hosting interns are invited to professional development initiatives hosted annually via the Clinical Teacher Conferences by OTE. These conferences provide refresher opportunities to clinical teachers and university supervisors on EPP policies and procedures, in addition to the introduction of new research and best practices in teacher education.

**Clinical Teacher Conference Programs**

- [Spring 2011 Clinical Teacher Conference](#)
- [Spring 2012 Clinical Teacher Conference](#)
- [Fall 2012 Clinical Teacher Conference](#)
- [Spring 2013 Clinical Teacher Conference](#)
- [Fall 2013 Clinical Teacher Conference](#)
- [Spring 2014 Clinical Teacher Conference](#)

University supervisors are prepared for their role in supervision courtesy of the OTE as well. Trainings are held on an as needed basis after new supervisors are hired. Updates are held for university supervisors biannually, typically in August and December in order to prepare for the upcoming semesters. The materials used in the trainings and updates are referenced below. Furthermore, some materials from the Clinical teacher trainings (listed above) are also utilized.
University Supervisor Preparation

- University Supervisor Meeting Agenda
- University Supervisor Training PowerPoint
- University Supervisor Resource Packet
- University Supervisor Informational Memo