

**EAST CAROLINA UNIVERSITY**  
**OFFICE OF CLINICAL EXPERIENCES (OCE)**  
**Speight 110**  
**Greenville, North Carolina 27858**  
**Phone: 252- 328-6051**

Senior II Clinical Teacher Checklist & Timeline

Number	Items	Timeline
____ 1.	Participate in <u>initial visit</u> conducted by university supervisor	Within first 10 days
____ 2.	Design a <u>long range plan</u> for instructional responsibilities with the intern and the university supervisor to support a phase-in to 15 consecutive days	Within first 10 days
____ 3.	Establish with the intern a <u>weekly schedule</u> of classes and activities to be submitted to the university supervisor prior to the scheduled week	Throughout Senior II
____ 4.	Approve <u>lesson plans</u> in advance using a format agreed to by the clinical teacher and the university supervisor	Throughout Senior II
____ 5.	Provide <u>positive feedback</u> and <u>coaching</u> for improvement; focus on particular skills	Throughout Senior II
____ 6.	Observe the intern during the four university supervisor visits and provide input for the written progress reports	
____ 7.	Provide <u>feedback &amp; support</u> to the intern as they develop their <u>portfolio</u>	Throughout Senior II
____ 8.	Provide input to the university supervisor at the third or fourth observation. (The supervisor will prepare a draft of the final evaluation.)	Between third & Fourth Observation
____ 9.	Nominate intern for Latham Award if appropriate	Mid April
____ 10.	Sign Licensure Form S and return to Central Office (University supervisor delivers form to clinical teacher.)	End of Senior II
____ 11.	Provide feedback on the university supervisor via a survey distributed by Central Office. (Intern will return it to campus.)	End of Senior II
____ 12.	Assist the intern to schedule observations in other classrooms	Final Days of Senior II
____ 13.	Provide input to the university supervisor on the completion of the Disposition form C	End of Senior II
____ 14.	Sign final evaluation form for intern and agree with the university supervisor on the final grade. (If you disagree, attach documentation to final evaluation form stating reasons.)	End of Senior II