

**Fall 2011
CI 406 Semester Checklist**

The following checklist must be kept throughout the semester, completed, and submitted to your UIUC supervisor on or before December 14, 2011 for you to be recommended to continue in the program for Spring 2012.

√	Due Date	Assignment	Graded By	Points
	August 21	CBC, BBP Training, safety training	OCE	Required prior to classroom experience
	September 1	BBP Questionnaire, Teacher Interview, Emergency Form, Journal 1: Opening of School	Supervisor	10
	September 8	Journal 2	Supervisor	5
	September 15	Journal 3: Management in the Classroom	Supervisor	10
	September 22	Journal 4	Supervisor	5
	September 29	Portfolio Reflection	Supervisor	15
	October 6	Journal 5	Supervisor	5
	October 13	Portfolio Reflection	Supervisor	15
	October 20	Revisions to 9/29, 10/13 Portfolio Reflections (if necessary)	Supervisor	n/a
	October 27	Portfolio Reflection	Supervisor	15
	November 3	Portfolio Reflection	Supervisor	15
	November 10	Journal 6	Supervisor	5
	November 17	Portfolio Reflections		15
	December 1	Journal 7: Final Reflection	Supervisor	10
	December 8	Portfolio Reflection; Final Portfolio upload (if not already complete)	Supervisor	15
	December 14	Online Cooperating Teacher, Supervisor, and Program Evaluation completed by Candidate	Supervisor	Required for continuation in program
	December 14	Assure Cooperating Teacher, Supervisor, and Program Evaluation completed by Cooperating Teacher	Supervisor	Required for continuation in program
				130 TOTAL

I have completed all of the above field requirements for CI 406 field experiences.

Signed

Date

Midterm Conference – Week of Oct. 10 & 17

Final Conference - Week of Dec. 5 & 12

Full classroom take over – November 29 & November 30; December 6 & 7; or December 13 & 14 (Dates are at the discretion of Cooperating Teacher and University Supervisor)

Clinical Experiences Policies:

- *To earn clock hour credit for field experiences, no monetary compensation may be received.*
- *A mandatory minimum GPA, satisfactory completion of all professional sequence courses, and satisfactory completion of field experiences is required before beginning the next required field experience.*
- *Grades may not be assigned until completed time cards and evaluation forms are submitted to the OCE.*
- *Failure to comply with the responsibilities and expectations for field experiences may result in removal from the assigned site and possible dismissal from the teacher education program.*
- *All absences from the early field placement must be made up.*

(Read additional policies on OCE website.)

Time Card - The time card will be submitted at the end of the semester. Directions for the time card and a worksheet can be found on the OCE website at <http://education.illinois.edu/ci/oce/eledCI406.html>. The worksheet should be used to keep track of the hours spent each week with early field experience. Students may count all the hours spent teaching and the hours spent related to teaching (planning, grading, etc.; no travel time or time spent on methods courses should be counted).

Lesson Planning - A written lesson plan is required for each scheduled supervisor observation. Lesson plans are to be shared with the cooperating teacher before the lesson is implemented. The cooperating teacher will determine when the written lesson plan must be ready for review before teaching the lesson. The lesson plan template may be found on the OCE website under Elementary Program > Student Information > General Forms. Additional minimal lesson plans (objectives, materials, procedure, assessments) are required for each lesson taught in the practicum. Sometimes lesson plans are already provided in the text the students use for the lessons; therefore, students do not need to reproduce the plans. However, students should study the plans to be familiar with the objectives, procedure, materials, and assessments prior to the implementation of the lesson.

EFE Midterm Evaluation for Conference

A paper copy of the midterm evaluation form should be printed and completed by the student, cooperating teacher, and the supervisor. The form is on CoTE website at <http://www.cote.illinois.edu/> and on OCE website at <http://www.education.illinois.edu/ci/oce/>. Each party should bring a completed evaluation to the conference to aid in the discussion and further goal setting. The supervisor will collect the evaluations and keep them in the student folder. This evaluation is not submitted online.

EFE Final Evaluation for Conference

A paper copy of the final evaluation form should be printed and completed by the student, cooperating teacher, and the supervisor. The form is on CoTE website at <http://www.cote.illinois.edu/> and on OCE website at <http://www.education.illinois.edu/ci/oce/>. Each of the evaluators should bring a completed form to the conference to aid in the discussion and goal setting. Following the conference, only the supervisor will submit an online final summary confirming the recommendation for the student to 1) continue in the program, 2) continue with reservation, 3) continue with remediation, or 4) not to continue.

CoTE Assessment Portfolio: At the end of the semester, students will submit the assessment portfolio to the supervisor for grading. The portfolio grading sheet, started in CI 405, is used for continued assessment. There are 6 additional standards, beyond those addressed in CI 405, to be addressed during CI 406.

Expectations and Professional Responsibilities:

The early field student teacher will:

- be familiar with stated program goals and expectations.
- be punctual, dress appropriately, practice proper physical hygiene.
- call cooperating teacher and supervisor in case of absence.
- follow building and classroom rules.
- inform cooperating teacher of classroom observations.
- ask for feedback about progress and implement suggestions.
- address cooperating teacher appropriately.
- treat all contacts with respect.
- honor confidentiality of all contacts.

Additional information, policies, and copies of forms may be found online at the Office of Clinical Experiences website and the Council on Teacher Education website.

It is your responsibility to read the information on these sites.