

**Clinical Field Experience Guide**

**TCH 216**

**Instructional & Evaluative Methods in Secondary Education**

**Illinois State University  
College of Education  
Curriculum and Instruction**

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## **Introduction**

In the field of education, a teacher's primary responsibility is to influence the work of others. Your maturation as a future teacher is directly influenced by your own willingness to learn from those around you. This field experience will provide an opportunity to continue your growth through the mentoring of an experienced teacher. This is an important step toward transitioning from a student of teaching to a teacher of students. This handbook is designed to provide an overview of the experience and guidelines for this clinical experience.

### **The Goals of Field Experience are to:**

- Complete a one semester clinical experience at designated school site.
- Observe and reflect on classroom instruction.
- Design and deliver instruction that meets the needs of adolescent learners.
- Develop and utilize methods of evaluation.
- Use effective classroom management strategies.
- Reflect on your teaching and your experience in and out of the classroom setting.

### **The Activities within the Field Experience may include, but are not be limited to:**

- Classroom Observations
  - Observing a variety of teaching and learning situations.
- Classroom Instructional Support
  - Taking attendance, handing back papers.
  - Preparing materials (such as bulletin boards and handouts).
  - Preparing and managing the physical or online environment.
  - Grading student papers, exams, quizzes.
  - Providing students with appropriate feedback, praise, and positive reinforcement.
  - Facilitating/chaperoning field trips.
  - Investigating research associated with teaching and learning strategies.
- Classroom Instruction
  - Delivering short presentations to students.
  - Facilitating small group work in class, library, or other settings.
  - Supervising groups during work sessions.
  - Tutoring individual or small groups of students.
  - Team teaching with your cooperating teacher or a peer.
  - Teaching and managing a classroom.
  - Creating and implementing lesson plans and assessment strategies associated with classroom instruction.
- Professional Interactions
  - Attending extracurricular or co-curricular events.
  - Attending professional meetings.
  - Attending parent-teacher meetings.

## Clinical Requirements

### *Field Placement Site*

Most TCH 216 students will complete this field experience at University High School, the Illinois State University laboratory school (for information on University High School see <http://www.uhigh.ilstu.edu/aboutus.htm>). However, some teacher candidates (such as German, Family and Consumer Science, and Agriculture) will be placed at other schools because their specific courses and subjects are not available at the laboratory school. TCH 216 students in those majors (and on rare occasions other majors that have more TCH 216 students than University High School can handle) will work with the Illinois State University Clinical Experiences Coordinator to find a suitable field placement. There are generally several options for those students that include either completing the experience at another local school in their major or completing the experience at University High School in a classroom that is outside, but related to, their major.

### *Clinical Hours/Laboratory Enrollment*

TCH 216 students are required to complete 53-56 clinical hours for this course. Every effort is being made for teacher candidates to have a **progressive clinical field experience**, in which the TCH 216 students become increasingly more involved in their classrooms throughout the semester. These hours will contain a variety of activities that will include observing, providing instructional support, working collaboratively with your cooperating teacher (CT), and teaching at least three consecutive lessons.

TCH 216 students must be registered for a laboratory section of 216. The laboratory time is the scheduled time that the TCH 216 students are expected to attend their CT's classroom. The labs meet for one hour every Tuesday, Wednesday, and Thursday, beginning after the orientation at University High School. For TCH 216 students that are not placed at University High School must still be registered for a laboratory section. Due to travel time, school schedule, and the cooperating teachers' schedule, TCH 216 students may need to be flexible regarding the days and times of observations.

The majority of the clinical hours will take place during the **required laboratory section** of this course. During the assigned laboratory time, teacher candidates will observe their cooperating teacher, work on instructional support duties, and complete their teaching. Other clinical hours will be earned through meetings with the CTs, planning and grading, and attending extracurricular events. The time that is spent related to this field experience must be documented on the log sheet (found at the end of this document). Information, documentation, and forms related to this field experience can be found at

<http://www.uhigh.ilstu.edu/blogs/candi/>. The more time spent at the school observing and working with the cooperating teacher and other teachers, the more comfortable teacher candidates will be when they teach, resulting in a more positive overall experience.

A breakdown of the minimum hours can be found below:

Orientation Meeting at University High School (February 8, 2017, 1:15-3:15 PM )	2 hours
Scheduled Lab Sessions (Tuesday, Wednesday, Thursday for 1 hour for 10-11 weeks): Activities during the lab sessions should include observations inside and outside of CT's room, teacher assisting activities, instructional support opportunities, and at least 3 days of teaching	30-33 hours
Meetings and/or communication with CT; Preparation and evaluation time for teaching	15 hours
Attend school events at placement site (Open House, concerts, athletics, additional technology session, department meetings)	5 hours
UHS professional development session	1 hour
<b>Total</b>	<b>53-56 hours</b>
<b>The above includes a minimum requirement for your clinical experience. You are encouraged to do more to provide an enriched experience.</b>	

### *Field Experience Calendar*

As previously described, the field experience contains opportunities for conducting observation, providing instructional support, collaborating with your cooperating teacher, and teaching at least three consecutive lessons. In general, the experience can be divided into three components; observing, assisting, and teaching. The calendars below represent the ideal schedule for students placed both outside of and within University High School.

#### **February 8      ORIENTATION**

Assembly in U-High auditorium at 1:15pm followed by kickoff of 10-week lab.  
Individual meetings with cooperating teachers. TCH students should register for TWO professional development sessions.  
**Teaching unit/teaching dates/lesson plan draft due date assigned by CT.**

**TCH students are encouraged to sign up for their PD sessions TODAY (see final deadline below).**

<b>Feb. 9</b>	CT's classroom	Observe in CT's classroom.
<b>Feb. 13</b>	PD SESSION REGISTRATION DEADLINE	Sign up for 2 PD sessions by <b>6:00 AM</b> or be penalized in this section of the summative evaluation. 216 students must print out their sign-up genius reservations and present a signed log sheet to their 216 instructor or face a disposition concern form.
<b>Feb. 14-16</b>	PD Sessions	Attend at least 2 PD sessions during lab hour. If not in a PD session, go to CT's classroom.
<b>Feb. 21-23</b>	Outside Observations	Observe non-CT teachers in any subject area during lab hour each day.
<b>Feb. 28-April 27</b>	ISU students in CT's classroom	Instruction Assistance/routine presence in lab every T/W/R
<b>Feb. 28-April 27</b>	Additional activities	Consult with Cooperating Teacher regarding Completion of TA work, tutoring in the U-Link, attending/assisting with extra- curricular events, etc.
<b>Check w/ CT</b>	Lesson Plan drafts due	Confirm the lesson plan draft due date with your CT. This will generally be a week or two before teaching begins. Check with your CT!
<b>Mar. 21-April 20</b>	TEACHING WINDOW	This represents the ideal; some departments may need to begin earlier or finish later.
<b>Apr. 25-27</b>	Final Conferences	Conduct final conference with summative evaluation this week.
<b>April 27</b>	All work concluded	End date for the experience. Final conferences wrapped up, all paperwork (summative evaluation form/log sheet) completed.



Total Clinical Experience Time Requirement: 53-56 hours. Includes 15 hours planning and communication with CT. Includes total lab time of 30-33 hours (3 hours of observations other than CT, 5 hours of TA work, 3 hours of teaching, additional hours of observation of CT, etc.) plus 2 hours for professional development sessions, 5 hours of attendance at placement site events, and 2 hours at school site orientation.