

Concordia University Texas
Clinical Teaching and Residency
Spring 2024 – Student Checklist

Timeline and TEA Documentation Needed for Certification Additional assignments listed by due date in BBLearn	<i>Date Due in BBLearn</i>
Orientation	1/5/2024
Official Start date (may be district PD)	1/8/2024
<input type="checkbox"/> Clinical Teaching Information form <input type="checkbox"/> Task 1 Context Form – Description of school and Students due <input type="checkbox"/> Verification of Permission to Record Students due <input type="checkbox"/> Letter of Introduction to go home with students or via email	Jan 19
<input type="checkbox"/> Formal Observation #1 (completed between 1/9 and 2/2) from Supervisor <input type="checkbox"/> Formal Observation #1 from Cooperating Teacher (same window)	Feb. 2
<input type="checkbox"/> Formal Observation #2 from Supervisor (completed between 2/5 and 3/1) <input type="checkbox"/> Formal Observation #2 from Cooperating Teacher (same window)	March 1
<input type="checkbox"/> First 8 weeks Log (combined DocuSign form with hours and signatures)	March 1
<input type="checkbox"/> Formal Observation #3 from Supervisor (completed between 3/4 & 3/29) <input type="checkbox"/> Formal Observation #3 from Cooperating Teacher (same window)	March 29
<input type="checkbox"/> Formal Observation #4 from Supervisor (completed between 4/1 & 4/26) <input type="checkbox"/> Formal Observation #4 from Cooperating Teacher (same window)	April 26
<input type="checkbox"/> Placement Summary from Supervisor <input type="checkbox"/> Placement Summary from Cooperating Teacher <input type="checkbox"/> All Reflections in one PDF document with comments in BBLearn	April 26
<input type="checkbox"/> P2 Full Clinical Teaching Log with 70+ days logged over the semester via DF	April 26
Official End date – Last Classroom date for Non-Resident Clinical Teachers	April 26
Official End Date – Residency: Last day of school for students <ul style="list-style-type: none"> • AISD - May 23 (May 24 is PD – check with principal about attending) • Redeemer – May 23 (Check with your principal regarding PD) 	May 23

Clinical Teaching/Spring Residency Reminders:

In addition to these requirements, weekly reflections (see Handbook for details) are due each Friday by 6:00 pm. All reflections for the Clinical Teaching Semester will be recorded in one **electronic file** shared by the clinical teacher with the university supervisor. Coaching comments will be added to the reflections weekly by the supervisor.

Remember to update your clinical teaching log regularly. Days must be **at least 7 hours** to count toward the required **70 days**. Early release days may be counted if you follow the teacher’s schedule, not the students’.

Keep in mind that missing these deadlines, including due dates for weekly reflections, may result in failing the clinical teaching experience. Just as educators are expected to keep current with paperwork requirements. (e.g. grading, report cards, conference forms, etc.), you will be responsible for submitting this important TEA documentation according to the deadlines. Documents submitted via DocuSign should be completed by the due date but may be uploaded to BBLearn within 48 hours.