

Thank you for serving as a clinical faculty member for the College of Graduate Studies teacher preparation field experience. As clinical faculty, you are the primary link between the school partner and Plymouth State University during the teaching field experience. You have been selected because of your recognized work in the teaching profession. As such, you will function as a mentor to your teacher candidate(s) and will provide regular positive feedback, constructive review and meaningful suggestions to improve his/her teaching. Your active involvement is critical to a successful teaching field experience.

The following is a guideline of what we ask you as clinical faculty to provide for the PSU graduate teacher candidate during their field experience. Should you have questions or concerns throughout the student's field experience, please do not hesitate to contact Lynnette Lawrence, Graduate Certification Coordinator, at [lelawrence@plymouth.edu](mailto:lelawrence@plymouth.edu) or (603) 535-3344.

*Regarding graduate teacher candidates the Clinical Faculty member should:*

- Review the teacher candidate's resume and professional statement and connect with the teacher candidate via e-mail and/or phone at the beginning of the teacher candidate's field experience.
- Schedule a preliminary visit to the teacher candidate's field experience site. This visit should be introductory in nature and we ask that you arrange to meet with the principal and/or assistant principal as well as the teacher candidate's mentor teacher(s) during this visit. Also be sure to associate yourself with the site's main office staff so they are familiar with who you are.
- During the introductory meeting, review the teaching field experience requirements with the teacher candidate and their mentor teacher as well as the teacher candidate's planned field experience schedule.
- Ensure that the teacher candidate has a grade and lesson plan book and is familiar with the school's assessment procedures.
- Ensure that the student teacher has relevant curriculum guides used by the district.
- Ask for a copy of the school partner's schedule and handbook.
- Set a tentative schedule for your supervisory visits (see details under Clinical Faculty Visits below).
- Maintain ongoing communication with the mentor teacher(s). It is important to identify a potential problem early so the teacher candidate has an opportunity to correct the situation. If the student is encountering problems, a focus plan should be developed and signed by the appropriate parties.
- Complete observations, midterm and final evaluations in a timely manner. In supporting Plymouth State University's effort to "go green" we ask that you complete and submit the forms electronically (Instructions for obtaining, completing and submitting online evaluation forms follow).

#### **Clinical Faculty Visits**

- After the preliminary visit, four formal supervisory visits should occur during the duration of the field experience. These visits should occur every three to four weeks, beginning with the second or third week of placement. The first and third visit will be observation visits, while the second visit will be the midterm evaluation and the fourth visit will be the final evaluation. Please note that the state of NH requires that the teacher candidate complete a minimum of 12 weeks in the field for a single level endorsement (ie. K-8), and 16 weeks for a K-12 endorsement (8 weeks at the primary level and 8 weeks at the secondary level). Both situations require the teacher candidate to complete 4 weeks of solo teaching.
- Observe at least one full lesson, using the teacher candidate's lesson plan as a guide. As the teacher candidate assumes more responsibility, more than one lesson should be observed and you may find it more effective to observe a series of lessons to evaluate ability to transition, variety of teaching styles, pacing, etc.

- Meet with the teacher candidate at the completion of the lesson for a 20 to 30 minute feedback session. At this time, you should use reflection questions to assist the student teacher with an analysis of his/her teaching performance.
- If possible, meet with the mentor teacher(s) at *each* observational visit. If a meeting is not possible, you might wish to arrange a phone or e-mail conference.
- Please submit via e-mail your observations, midterm/final evaluations, and remind the mentor teacher when it is time for them to submit the midterm/final evaluations (see instructions for submitting observations/evaluations below).
- As clinical faculty, you will be an invaluable resource for determining the teacher candidate's final grade. Consultation will occur with the mentor teacher(s) and internship/seminar instructor to determine the appropriate grade for the teacher candidate.
- When discussing the final evaluation with the teacher candidate, it is not appropriate to make verbal reference to an absolute final grade, since the placement is not considered complete until all requirements have been met. Refer instead to a specific performance criteria on the evaluation form.

### Observation Forms

- Complete your first observation form on the first visit. Evaluate the lesson on the Plymouth State University Internship/Practicum Observation Form (Please note that Health Education and Physical Education have specific observation forms. The Internship/Practicum Observation Form should be used for all other programs).
- Complete your second observation form on the third visit. Evaluate the lesson on the Plymouth State University Internship/Practicum Observation Form (Please note that Health Education and Physical Education have specific observation forms. The Internship/Practicum Observation Form should be used for all other programs).
- A copy of the completed observation form should be provided to the teacher candidate as soon as possible and also submitted electronically to Lynnette Lawrence, ([lelawrence@plymouth.edu](mailto:lelawrence@plymouth.edu)) College of Graduate Studies.

### Evaluation Forms

- Complete your evaluation of teaching experience midterm on the second visit.
- Complete your evaluation of teaching experience final on the fourth visit.
- The evaluation form must be reviewed with the teacher candidate at both **midterm** and **final**. If at all possible, a three-way meeting that includes the clinical faculty and mentor teacher should be held at the time of both the midterm and final evaluation.
- A copy of the completed evaluation form should be provided to the teacher candidate as soon as possible and also submitted electronically to Lynnette Lawrence, ([lelawrence@plymouth.edu](mailto:lelawrence@plymouth.edu)) College of Graduate Studies.

## OBTAINING AND SUBMITTING ONLINE FORMS

### Directions for Retrieving Forms

1. Access graduate forms through the following link: [www.plymouth.edu/graduate/forms](http://www.plymouth.edu/graduate/forms)
2. At the bottom of the forms page you will find the heading "Forms for Clinical Faculty, Mentor Teachers, and Interns." Select the observation and evaluation forms for the teacher candidate's program (if there is not a subject specific evaluation, select the general "Internship/Practicum Observation and Non-Specific Graduate Internship/Practicum Evaluation").
3. When the form opens, save the form on your computer, either to your desktop or your documents folder, before beginning to complete the form.

### Directions for Completing Forms

1. When you are ready to complete the observation and evaluation forms, open the file that you saved to your computer, and electronically highlight or underline all pertinent information ensuring to:
  - Select Clinical Faculty
  - When completing the evaluation, specify the form you are submitting (Midterm or Final)
  - Fill in all requested information (date, student's name, your name, term, grade level, subject, etc.)

Plymouth State University ♦ 17 High Street ♦ MSC 11 ♦ Plymouth, NH 03264-1595  
 (603) 535-2636 ♦ (800) FOR-GRAD ♦ fax (603) 535-2572

2. Continue to fill in all other sections of the form, ensuring to highlight or underline whether the teacher candidate is Target, Approaching Target or Does Not Meet Target.

**MIDTERM REMINDER:** A student can be in more than one category (ie: Approaching Target **AND** Target) at the time of the midterm observation. You must highlight or underline all aspects of the supporting criteria under each category, as well as selecting the sources of evidence.

**FINAL REMINDER:** A student can be in **ONLY ONE** category (ie: Approaching Target **OR** Target) at the time of the final observation. Be sure to highlight or underline all sources of evidence. (It is not necessary to highlight or underline the supporting criteria under each category for the final).

### **Directions to Electronically Submit Forms**

- Submit the forms as an e-mail attachment to: [lelawrence@plymouth.edu](mailto:lelawrence@plymouth.edu) (To add attachments to an e-mail, select “add attachments” or in some cases click on the paper clip. Browse your files for the saved evaluation, and add the attachment to your e-mail).
- In the reference line of your e-mail, please reference the Student’s Name and Observation, Midterm or Final)
- Send your message.

### **Criteria for Clinical Faculty**

- Application with resume and three letters of professional recommendation. The position is part-time, and non-benefited.
- Master’s degree.
- Minimum three years certified teaching experience.
- Clinical faculty are hired for one semester and will be evaluated annually.

### **Reimbursement (Stipend for Supervision and Mileage)**

Graduate clinical faculty are issued contracts as adjunct faculty members and are paid a stipend per student they supervise. Stipend amounts are subject to change based on the yearly fiscal budget and should be discussed with the Graduate Certification Coordinator.

Clinical faculty are entitled to mileage reimbursement from Plymouth State University or their home (whichever is closer) to the school in which they are supervising student teachers. Please visit PSU’s Accounts Payable website [www.plymouth.edu/travel](http://www.plymouth.edu/travel) for the latest mileage reimbursement rates. Mileage can be reimbursed by submitting a Travel Voucher, which also can be obtained from the Accounts Payable website (you will also find a copy attached). Once these forms are completed please return them to OTC for processing.

### **How Do I Obtain My Faculty ID Card?**

After you have received your contract, bring it to the Panther Print Shop on the second floor of the HUB to get your faculty identification card. This identification card will allow you to receive discounts at the bookstore as well as PSU Skiing Discounts.

### **How Can I Find Information About PSU Skiing Discounts?**

Go to [www.plymouth.edu/hub/sao/skipackage/](http://www.plymouth.edu/hub/sao/skipackage/) and click on the student senate ski packages icon.

### **How Do I Obtain My Parking Permit?**

Parking permits can be obtained at [www.thepermitstore.com](http://www.thepermitstore.com).

**How Do I Access My PSU Email Account?**

As soon as your contract begins, the process for setting up your email account is to go to the Plymouth homepage (<http://www.plymouth.edu>) and click on myPlymouth in the lower right corner. A login box will appear on the left side. Click on “What’s my username?” then “What’s my password?” to receive instructions on setting up your account. If you have any difficulties, please contact the Information Technology Helpdesk at (603)-535-2929. Once you are signed in, extensive information regarding email, changing your address, etc. can be found by accessing the Help tab.

**How Do I Obtain Observation and Evaluation Forms?**

All forms can be found on the graduate studies website [www.plymouth.edu/graduate/forms](http://www.plymouth.edu/graduate/forms)