

CRITERIA, COMPENSATION, AND BENEFITS FOR CLINICAL FACULTY

Criteria for Clinical Faculty

- Application with resumé and three letters of professional recommendation. (the application is located at www.plymouth.edu/hr/) click on job openings – Part-Time, Non-Benefited.
- Master’s degree.
- Minimum three years certified teaching experience (preferably teaching in certification area).
- Clinical faculty are hired for one semester and will be evaluated annually.

Responsibilities

As clinical faculty, you are the primary link between the school partner and Plymouth State University during the student teaching experience. You have been selected because of your recognized work in the teaching profession. As such, you will function as a mentor to your student teacher and will provide regular positive feedback, constructive review and meaningful suggestions to improve his/her teaching. Your active involvement is critical to a successful student teaching experience. Previous reports have indicated the following checklist is helpful. In addition, we invite your suggestions and comments for future revisions of this document.

Clinical Faculty Checklist

- Please read the Teacher Certification Handbook to familiarize yourself with our program.
- The student teacher’s resumé and professional statement is given to each cooperating teacher and clinical faculty.
- Your initial contact is made with the student teachers by meeting, by phone, or an e-mail when you receive your confirmed list of supervisees.
- Your first visit should be introductory in nature and should accomplish the following:
 - Check in at the main office and meet the school secretary (please, don’t forget to wear your University clinical faculty name badge). You must arrange to meet with the principal and/or assistant principal on your first visit.
 - Meet with the student teacher and the cooperating teacher to review the student teaching requirements. Departments may also have specific handbooks to follow.
 - Ensure that the student teacher has a grade and lesson plan book and is familiar with the school’s assessment procedures.
 - The student teacher should develop a lesson plan for each class/subject taught, when observed, as well as a minimum of one unit plan. All plans should be developed by the student teacher, not “borrowed” from the cooperating teacher. However, the cooperating teacher should be *strongly* encouraged to review and approve plans prior to teaching. Lesson plans should be detailed at the beginning of the practicum, then, with the approval of the clinical faculty and cooperating teacher, may gradually become more concise and abbreviated using a traditional teacher plan book. Lesson and unit plans will be directly connected to the school’s curriculum. Student teachers are expected to keep a portfolio of evidential materials used during the student teaching experience.
 - Ensure that the student teacher has any relevant curriculum guides used by the district.

- Collect the student teacher's schedule and set a tentative schedule for observation visits.
- Maintain ongoing communication with the cooperating teacher. It is important to identify a potential problem early so the student teacher has an opportunity to correct the situation.

Special Education Clinical Faculty

The elementary and early childhood student teachers who will be receiving dual certification in regular and general special education may have two clinical faculty members and two cooperating teachers, unless otherwise noted. It is important that both the cooperating teacher and clinical faculty continually communicate on the student's progress.

Observation Visits

After the preliminary visit, four formal supervisory visits should occur every three to four weeks beginning with the second or third week of placement or sooner for eight week placements and should accomplish the following:

- OTC requires two observation forms, one midterm evaluation, and one final evaluation all signed by the appropriate parties. It is recommended that you:
 - introduce yourself to the student by meeting, phone or email at the beginning of the semester.
 - complete your first observation form on the first visit.
 - complete your OTC and department specific midterm evaluation form on the second visit.
 - complete your second observation form on the third visit.
 - complete your OTC and department specific final evaluation form on the fourth visit.
- Observe at least one full lesson, using the student teacher's lesson plan as a guide. As the student teacher assumes more responsibility, your observations will include more than one lesson.
- As the student teacher assumes more teaching responsibility, clinical faculty may find it more effective to observe a series of lessons to evaluate ability to transition, variety of teaching styles, pacing, etc.
- Evaluate the lesson on the Plymouth State University observation form.
- Meet with the student teacher at the completion of the lesson for a 20 to 30 minute feedback session. At this time you should use the reflection questions to assist the student teacher with an analysis of his/her teaching performance.
- If possible, meet with the cooperating teacher at *each* observational visit. If a meeting is not possible, you might wish to arrange a phone or electronic conference.
- A copy of the signed formal observation record should be provided to the student teacher as soon as possible and also to the Office of Teacher Certification. **Remember that the formal record must be signed by all involved.** Clinical faculty who are working in schools that are close to campus or whose student teacher lives locally may arrange a meeting place on campus.

Evaluations

- You should complete an evaluation form at midterm and again at the end of the assignment. Please mark that you used the form designated as Clinical Faculty. The evaluation form must be reviewed and signed with the student teacher at both **midterm** and **final**. If at all possible, a three-way meeting that includes the clinical faculty and cooperating teacher should be held at the time of both the midterm and final evaluation. When discussing the final evaluation with the

student teacher, 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.

- Please return one copy of the signed observations, midterm/final evaluations, and final grades to the Office of Teacher Certification by the designated dates on our calendar located at our website. Please **do not send** the Student Teacher Self-Evaluations, lesson plans, or portfolios to the OTC.
- You can submit the forms either through mail or email. If you decide to send them electronically, please remember the following:
 - choose the applicable fill-in form on our website
 - complete all the requested pertinent information
 - email the form to: teacher_cert@plymouth.edu
 - print a copy of the signature page, and obtain all required signatures
 - mail signature page to:
Office of Teacher Certification
17 High Street
MSC 41A
Plymouth, NH 03264
- As clinical faculty, you are ultimately responsible for the student teacher's grade. This decision should always be made with input from the cooperating teacher. Grading must be completed by following the program department's grading policy.
- If more than one clinical faculty is involved in the supervision of a student teacher, the clinical faculty members should arrange a phone or personal conference to determine the grade.

Reminders Regarding the Submission of All Forms

- Please make sure to check the appropriate headings.
- Make sure that only one checkbox is marked.
- Please make sure to discuss these evaluations with your student teacher.
- Collect evaluation forms from the Cooperating Teacher.
- Forward all forms to OTC. You may submit all forms electronically to the following email address:
 - teacher_cert@plymouth.edu

Pay Scale for Clinical Faculty (per two student teachers)

Clinical faculty are issued contracts as adjunct faculty members. The undergraduate adjunct payscale comes directly from the Provost's office and will be discussed upon hire. The calculation of credits is based on two student teachers equaling one teaching credit. For example, supervising three student teachers is equivalent to one and a half credits. In addition, your educational level and years of service determine the rate of pay per credit hour.

Professional Development Hours

A clinical faculty who mentors and supervises a teacher candidate will be awarded professional development hours. Certificates will be awarded by the Office of Teacher Certification according to the following professional development standards: one student per semester of approximately 15 weeks will equal 15 hours; and half a semester of approximately 7.5 weeks will equal 7.5 hours. The pay scale comes directly from the Provost, and will be discussed upon hire.

How Do I Obtain My Mileage Reimbursement?

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/) 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. 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 upstairs in 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/ 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.

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 our website: www.plymouth.edu/teachercertification/.