Clinical Practice Observation Protocol

CPI/Early Start/Practicum:
Observation Report used as a point of discussion; Goal for the quarter is gaining familiarity with the tool and the language; No data submission to Cal Poly.

CPII/Part-Time Clinical Practice:
Candidates observed in person or via video 4 times following observation protocol noted below; Completed Observation Report emailed to candidate and cooperating teacher; Data submitted to Cal Poly via Lime (rationale provided for any scores of 1 or N/A) and completed report uploaded to Lime; End of Quarter = Three-way goal-setting discussion and initial draft of Induction Transition Plan.

CPIII/Full-Time Clinical Practice:
Candidates observed in person or via video 4 times following observation protocol noted below; Data submitted to Cal Poly via Lime (rationale provided for any scores of 1 or N/A) and completed report uploaded to Lime.

Clinical Practice Culminating Conference:
At the completion of clinical practice, the teacher candidate, cooperating teacher, and university supervisor collaboratively complete the Induction Transition Plan. Completed transition plans will be emailed to the candidate and cooperating teacher and uploaded to Lime. Candidates will keep a copy of this plan for use within their own induction program once employed.

Observation Protocol:
- Observation feedback will be based on one discrete lesson. Evidence collected and scores assigned should be based solely on the specific lesson observed.
- Observations will consist of specific, concrete evidence (e.g., question was answered by first student that raised their hand, no wait time provided) rather than more interpretive (e.g., only one student knew the answer), subjective (e.g., check for understanding was ineffective), or motivational statements (e.g., good idea to check for understanding).
- Assigned scores will be based on rubric guidelines. A level 2 is a basic level, which is completely appropriate for a pre-service teacher. A level 1 is quite possible and should be assigned if warranted by the lesson. A level 4 is a very high bar even for practicing teachers.

Planning and Preparation:
- Candidate emails lesson plan to supervisor at least 24 hours prior to observation.
- Supervisor will evaluate the lesson plan based on the rubric guidelines. Scores for this section should be assigned before the lesson observation.
- If supervisor has questions or concerns, they may connect with candidate prior to observation.

Classroom Environment and Instruction:
- Evidence will be gathered during the observation.
- Scores will not be given to the candidate following the observation; these will be sent to the candidate via email no later than 48 hours after the observation.

Professional Responsibilities - Reflection:
- Ideally, the post-observation conference will occur right away although we realize this isn’t always possible. If it doesn’t occur right away, you should connect within the next 24 hours either via phone or email.
- During the post conference candidates should reflect on their lesson. Obtain the candidate’s perspective on how the lesson went and ways he/she might change the lesson in the future. Supervisors will be giving a score on the candidate’s ability to be a reflective practitioner, so it’s important to receive the candidate’s input before providing feedback.
- After allowing time for the candidate to reflect, share your own observations and insight.

Post Observation:
- Assign scores based on evidence collected
- Highlight 2-3 strengths and 2-3 areas for growth. These should be specific and based on evidence from the lesson.
- Email completed Observation Report to candidate and cooperating teacher.
- Submit Data to Lime (rationale only required for scores of 1 or N/A)