Dear PK-12 Clinical Educators,

Thank you for agreeing to host an NKU student in your classroom. This experience is an opportunity for students to get their first taste of what teaching is all about. Not all of you have hosted students before, so here is some information about what to expect from our students and NKU.

**Field Experiences:**The purpose of this assignment is for students to experience school and classroom culture first-hand.  They will be placed in a school setting where they will be expected to complete observations and various assignments. Field experiences are two (2) days a week for approximately (2) hours each day.

If teacher candidates are absent or tardy, they**must** contact the school office by phone, and the Cooperating Teacher and University Supervisor by phone and/or e-mail, in a timely manner (ahead of scheduled observation time if possible).

The following are several key assignments and activities **the student** is expected to complete.

1. **Positive Behavior Interventions and Supports Training (PBIS)**
2. **Resume**
3. **Learning Context**
4. **Philosophy of Education**
5. **School Board Meeting**
6. **School-based Decision-Making Council Meeting**
7. **Family Resource Center Visit**
8. **Time Logs**
9. **Semester Reflection**

**Your Roles and Responsibilities** **as PK-12 Clinical Educator**

The PK-12 Clinical Educator will be responsible for collaborating with the teacher candidate to plan activities for experience in the classroom. The activities should not only be meaningful to the teacher candidate’s learning, but also be authentic activities. For example, the teacher candidate may be assigned to work with small groups or individuals, or to introduce activities or parts of lessons designed by the teacher to the whole class. The teacher should offer constructive feedback. The teacher should not view teacher candidates as simply messengers, clerk-typists, or paper-graders, though teacher candidates may assist with some of these teaching-related duties. The major focus of the PK-12 Clinical Educator should be to help the teacher candidate become familiar with the roles of the teaching profession, while being actively involved. The teacher also is responsible for preparing the PK-12 students to accept the teacher candidates as adults and future teachers; they should be introduced to the classroom of students as pre-service teacher candidates. The way a classroom of students perceives teacher education students, and their role is an important factor in establishing a comfortable and rewarding relationship.

1. **Disposition and Professional Behavior Evaluation:** As a pk-12 clinical educator, you are expected to complete a disposition and professional behavior evaluation for your student. The instructions for completing these evaluations will be sent by email and will explain how to register for Watermark (our electronic portfolio system). They may go to your junk folder so please check there if you don’t get them. You can expect professional behavior and disposition evaluations to be completed during the midpoint of the placement, in addition to the end (final evaluation).
2. **Time Sheets:** You will also sign off on the time sheets to verify that students have completed their recorded hours in your classroom.

If you have any questions concerning your responsibilities, or what is expected of your students, please do not hesitate to contact me or your University Clinical Educator.

Sincerely,

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