ECE CLINICAL GUIDELINES

2013-2014

MARTIN LUTHER COLLEGE
NEW ULM, MINNESOTA

June 2013

INTRODUCTION

This booklet contains the guidelines and procedures for participation in the Martin Luther College ECE clinical experience. If you have any questions about the information in this booklet, contact Professor Susan Haar, Professor Paul Tess, or Mrs. Kristal Miller. Contact information is listed on the last page of this booklet.

Purpose

The goal of the ECE clinical experience is to provide the MLC Education student a pre-service opportunity in working with young children in a variety of ECE settings. ECE clinical is among the following required experiences:

- Individual Field Experience (IFE) hours in working with children
- three one-week classroom experiences (EFE I, EFE II, EFE III)
- ECE Clinical (a semester-long experience of one day a week in a preprimary setting completed in conjunction with EDU3109 Preprimary Curriculum)
- Student Teaching in Early Childhood Education (a full-time, 18-week professional experience done on three levels: infant/toddler - 3 weeks, preprimary - 9 weeks, and primary grades - 6 weeks)

Upon completion of the Minnesota State Board of Teaching approved program, ECE teaching candidates are eligible for a Minnesota Birth – Age 8 early childhood education teaching license.

Student Eligibility

Students eligible to participate in a clinical have met all program prerequisites required, have been screened by the faculty, and retained in the education program.

All MLC students must have a criminal background check for the state of Minnesota on file in the MLC Education Office. The Minnesota Bureau of Criminal Apprehension report is also made available to the superintendent of the school district in which the student is placed.

MLC Expectations of Students

A. Attendance
   1. Students follow the MLC calendar being present at the school all day each scheduled day of the experience.
   2. If the student is ill and unable to go to school, he/she is expected to **excuse by phone to**
      - **the classroom supervisor and**
      - **Mrs. Kristal Miller in the Clinical Experiences Office (354-8224 or 8221 ext. 282)**.
   3. **Scheduled absences** (e.g., sports or music events, medical appointments, family) **should be reported to Professor Tess in advance for approval**. If approved, the MLC student should *then* notify the classroom supervisor and college supervisor in advance of the absence. Students may leave early from their clinical experiences for approved absences a maximum of **two** times during the term.

4. Absences will be made up that exceed the maximum allowable. The Director of Clinical Experiences is responsible for determining the length and/or amount of make-up days.
5. Unexcused absences will be reported to the Director of Clinical Experiences by school district personnel.
6. On questionable weather days students should watch local television (or TV websites) for information regarding cancellations and late starts. MLC students are expected to go to their school in the event of a late start.

B. Dress/Conduct

MLC students are expected to dress and work professionally in the building. Please inform the student of teacher dress policies in the building. Do not hesitate to contact MLC representatives regarding any concerns about the dress or conduct of any MLC student in the building.

C. Arrival

MLC students arrive early at the school in order to participate in planning with the teacher (perhaps as early as 7:00 A.M.). **A uniform start time will be determined for each building. Students are not to decide their own start times.**

D. Dismissal

MLC students remain after school in order to receive feedback on the day from the classroom teacher and plan experiences for the next school day. Teacher dismissal times vary from building to building. **Consult the classroom supervisor for the teacher ending time at the school and adhere to the building guideline.** Students have been advised to inform employers, etc. that they may not be available until after 4:30 P.M.

E. Transportation

Candidates are responsible for transportation *to* and *from* clinicals. As a result, clinical students are encouraged to have a vehicle during the clinical term. The college does not cover the costs for transportation. Arrangements may be possible in which clinical students share rides and costs of travel for those going to the same school. However, in making placement decisions, the Clinical Experiences Office will not consider the individual transportation needs of clinical students.

8700.7500 CODE OF ETHICS FOR MINNESOTA TEACHERS

Subpart 1. *Scope.*

Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. This code shall apply to all persons licensed according to rules established by the Board of Teaching.

Subpart. 2. *Standards of professional conduct.*

The standards of professional conduct are as follows:

A. A teacher shall provide professional education services in a nondiscriminatory manner.
B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
G. A teacher shall not deliberately suppress or distort subject matter.
H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

Student Identification

MLC students should display their MLC student identification card in the provided badge holder each day while participating in a clinical experience.

Lunch Procedures

Each student on an MLC meal plan may make a sack lunch from the MLC cafeteria. Lunch items are available for making and packing by 7:00 A.M. Students who leave earlier than 7:00 A.M. may make their lunch the evening before their clinical day. The lunch items should be packed in the white lunch bags provided. An alternative to packing a sack lunch the night before is to pick dinner items for a green to-go container, a microwave container that can be refrigerated overnight. The container is obtained from the food service checker on duty for a $5.00 deposit. When the container is returned, the student can receive the $5.00 deposit or a clean container for use the next clinical day. **MLC students should not leave their clinical setting during the school day.**

Personal Communication

The MLC student should not use cell phones and computers for personal use during the school day. When emergencies arise requiring their need, ask for permission of the classroom teacher and seek his/her advice on how best to handle emergency communication inside the classroom.

Field Trips

The MLC student should plan to attend and assist as a chaperone on any class field trip that begins and concludes during the regular ECE day hours. He/She has the option to attend a field trip that takes place outside the regular school day schedule. In cases in which the MLC student does not attend a field trip, arrangements will be made for him/her to observe in another classroom.

ECE Clinical Participating Teacher Qualifications

The participating teachers who provide classroom experiences for MLC ECE clinical students are those licensed teachers who possess a minimum of two years of teaching experience.

Participating Teacher Honorarium

As a token of appreciation for the willingness of ECE teachers to partner with MLC in the training of pre-service teachers, an honorarium for work as a supervisor of MLC students is provided in the amount of $25.

MLC is thankful for the willingness of the classroom teacher to open his/her classroom to MLC students and for providing classroom experiences and guidance in developing skills in teaching and leading students.

Sexual Harassment

MLC adheres to all guidelines regarding sexual harassment in the work place. Clinical students who feel an incident of sexual harassment has occurred should first report the incident to his/her classroom supervisor. If satisfactory resolution of the incident is not obtained, the clinical student should report the occurrence to the MLC Director of Clinical Experiences.

Likewise, school district personnel will report any incidents of sexual harassment on the part of an MLC student to the classroom supervisor, and then to the MLC Director of Clinical Experiences.

PROGRAM SPECIFICS FOR ECE CLINICAL

Clinical Experience Dates for 2013 – 2014

Semester One

Tuesdays – September 10 – December 10

Thursdays – September 12 – December 12

Exception: Thursday students do not attend their clinical on October 17 (Minnesota Teachers' Conference) or November 28 (Thanksgiving).

Communication with the ECE Clinical Classroom Supervisor

Each student's roster contains the e-mail and/or school phone information of his/her participating classroom teacher. The student has been encouraged to e-mail in advance of the experience to introduce him/herself and to ask for a time to meet on the first day to share goals for the experience, to discuss the reflection journal, and to ask questions related to teaching and classroom procedures.

The MLC student is to initiate communication with the classroom teacher to set a tone that shows he/she wants to make the most of the experience. Each student has been advised the key to a good experience is the attitude he/she communicates.

Ample time each day should be scheduled for conferencing to reflect on the day's experiences and to plan for future experiences. Comments and suggestions are important to the growth of the pre-service teacher.

Classroom supervisors have been provided a copy of the clinical student's Personal Information Form and have been given the e-mail address of the student. Supervisors should feel welcome to correspond via that address during the experience.

An MLC ECE professor will make a minimum of one face-to-face visit with the classroom supervisor to gain feedback on the progress of the clinical student and to discuss any concerns he/she has about the clinical experience. Comments or concerns shared by the classroom supervisor with the college supervisor will be shared and discussed with the MLC student by MLC personnel.

Included on the last page of this packet are the college phone numbers and e-mail addresses of all MLC personnel involved in the ECE clinical program. MLC personnel are available by phone or e-mail for comments or concerns about the experience.

Classroom Experiences

Clinical students have been advised that central to their having a good experience is their eagerness to become actively engaged in classroom experiences. The clinical student should be an extra set of hands in helping the children in their learning and should frequently ask how he/she can become involved.

Clinical students will be expected to do the following during the experience:

1. Be a willing helper in any way to assist the classroom teacher
2 Observe classroom routines, and child development
3. Interact with individual children and small groups
4. Promote and encourage active learning
5. Plan and teach/co-teach individual or small group experiences if appropriate for the setting

Written Lesson Planning

The clinical student will be designing written small group lesson plans as a component of the course EDU3109 Preprimary Curriculum. If appropriate for the needs of the children and teacher in the EC clinical setting, the MLC student should be able to plan experiences independently under the guidance of the classroom teacher.

Connecting the ECE Clinical to Methods Courses

MLC clinical students are expected to **write weekly reflections in their MLC reflection journals using topics provided by the MLC college instructors. They are also expected to share the process by which journaling takes place with the classroom teacher.**

Classroom supervisors will read and sign several of the weekly reflections throughout the term. The college supervisor and student peers will also read the entries.

STUDENT EVALUATION

ECE Clinical Experience Student Evaluation

The ECE clinical experience is evaluated with a “Pass – No Pass” rating. A student must receive a “Pass” rating in his/her clinical to be eligible for graduation and candidacy for teaching. The rating is derived jointly between the student’s college and classroom supervisors.

Students will be made aware of their progress by the college supervisor following the visit between the college and classroom supervisor. A formative assessment which includes a list of skills and dispositions is completed by the classroom supervisor during the visit. Confer page 7 for the assessment form.

Following the experience, the classroom supervisor will evaluate the student's overall development as a teaching candidate by rating the student on several summary statements on the MN Standards of Effective Practice at the end of the term. Confer page 8 for the final assessment. In addition, the classroom supervisor is requested to write narrative comments related to the student's development as a candidate for teaching on the back side of the final form.

ECE clinical experience information related to each student's personal, teaching, and classroom management traits will be made available by the college supervisor to the Director of Clinical Experiences as helpful information in developing the student's teaching candidate biography.

No-Pass Rating

For students who *complete* the clinical experience, but do not receive a passing rating, a recommendation will be made by the college and classroom supervisors whether a second clinical experience term should be granted to the student. If granted, the time of placement for the second term will be at the discretion of the Director of Clinical Experiences. Students who receive a "No Pass" rating must make up the experience with a successful clinical term in order to graduate and to be recommended as a candidate for the teaching ministry.

Dismissal from the Clinical Experience

Not adhering to the guidelines outlined in this manual and/or unprofessional conduct are grounds for dismissal from the clinical experience at any time.

In such a circumstance, when the college and classroom supervisors agree that dismissal is deemed appropriate, the MLC student will be informed orally and in writing of their decision. A recommendation will also be made by the college and classroom supervisors whether a second clinical term should be granted to the student. If granted, the time of placement for the second term will be at the discretion of the Director of Clinical Experiences.

In the case of dismissal from the clinical experience, students may complete their other semester coursework. An appeal of a recommendation to deny a second term for this experience may be made in writing to the VP of Academics.

EDU3407 ECE Clinical
Formative Assessment Visit

MLC
MARTIN LUTHER COLLEGE

MLC Student Name: _____ Date: _____
School: _____
Teacher: _____ Grade: _____

Directions: Check any that apply (skills or dispositions *consistently* demonstrated)

Skills

___Interacts with children appropriately
___Works with small groups
___Understands young children's development
___Follows classroom routines
___Plans and presents group time experiences if appropriate in the setting
___Guides children's behaviors appropriately

Dispositions

___Punctual
___Shows initiative
___Good rapport with students
___Good rapport with supervisor
___Open to feedback and suggestions
___Professional
___Good communication skills
___Enthusiasm

Comment on
Specific strength(s):

_____
_____

Specific area(s) in which to grow:

_____
_____

Has the candidate missed any scheduled days? Yes No Were you notified? Yes No N/A
Has the candidate shared reflection journal entries? Yes No

When do you conference together? _____ Length? _____

EDU3407 ECE Clinical
MN Standards of Effective Practice Assessment

MLC Student Name _____

School/Care Center _____

School City/State _____

Licensed Classroom Supervisor completing this form _____

What percent of the children are minority? _____% (If none, please write "0")
special needs _____% (documented IEP and/or Title I)

Ages for this experience (blacken applicable circles)

3 yrs ○ 4 yrs ○ 5 yrs ○

Does the MLC student—	Yes	Partly	No
1. Connect what is taught			
...to the children's lives	○	○	○
...to other subject areas	○	○	○
...to the children's prior knowledge	○	○	○
...to the children's families and community	○	○	○
2. Use a variety of methods, strategies, media, that are appropriate to children with different needs background, knowledge, and abilities	○	○	○
3. Promote and encourage active learning	○	○	○
4. Adapt instruction during teaching based on feedback from children	○	○	○
5. Collaborate with other staff	○	○	○
6. Show flexibility in classroom management and instruction to accommodate varying abilities	○	○	○
7. Use teaching procedures that promote children's motivation	○	○	○
8. Help children engage in inquiry and discovery	○	○	○
9. Use appropriate teaching skills	○	○	○
10. Manage children's records	○	○	○
11. Promote a learning environment that enables cooperation and respect for other children	○	○	○
12. Plan and develop curricula that are appropriate for children of varying abilities, learning styles, and types of intelligence	○	○	○
13. Use assessment techniques appropriate to content and children	○	○	○
14. Identify levels of readiness and development	○	○	○
15. Evidence a belief that all children can learn and succeed	○	○	○

DIRECTIONS

1) The statements in the left column are based on the standards of effective teaching practice as outlined in the teacher licensure requirements of the state of Minnesota.

2) The preservice teacher should demonstrate these standards in his or her teaching and interactions with the children.

3) Darken the appropriate circle as to whether the standard is evident in the preservice teacher's planning, teaching, or assessing learning.

NOTE: MLC students should be able to demonstrate the above standards; less than a "yes" rating, however, may be acceptable. In the space at the bottom of the form, comment on standards that are marked "partly" or "no".

Comment on items that are marked "partly" or "no".

_____

_____

_____

_____

_____

_____

Please indicate the day(s) or 1/2 days the MLC student was absent
(for example: Tuesday, October 7, all day)

_____

_____

_____

Briefly describe the MLC student's ability for teaching. For example, indicate strengths and weaknesses, along with any additional comments you feel would be helpful:

MARTIN LUTHER COLLEGE
PERSONNEL AND CONTACT NUMBERS
FOR THE CLINICAL EXPERIENCE

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