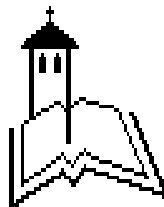


CLINICAL TO DO CHECKLIST: BEFORE DURING, AFTER, ANY TIME

BEFORE

1. ___ When registering for classes, make sure you register for appropriate Clinicals also.
2. ___ If your schedule changes after registration weeks, please inform the Coordinator of Clinical Experiences(CCE).
3. ___ Soon after receiving your placement - Call CT to introduce yourself, discuss requirements of clinical, and set a schedule. As an option - Make a short personal visit to CT at the school. This shows enthusiasm!
4. ___ Since your professor will want to discuss the expectations and purposes of the clinical, you may NOT start your classroom visits prior to the start of the semester unless he/she has given permission.
5. ___ Attend required or suggested Orientation Meeting at the school.
6. ___ Obtain all Clinical paperwork and forms to be completed by the end of the semester from your course professor.
 - Clinical To Do List(salmon)
 - Observ./Participation Verification(pink)
 - Experience Log(yellow)
 - General Evaluation for Lessons(green)
 - Interview Verification(blue)
 - Sample Lesson Plan Template(white) AND Lesson Plan Details Outline(blue)
 - Clinical Experience Expectations (gold)
 - * 2 copies-one for you and one for CT
 - The Four Rs of Reflective Writing
7. ___ Arrange for transportation. You are responsible!



DURING

1. ___ Dress and act professionally. You are representing WLC as well as yourself!
2. ___ Arrive promptly, check in at the office, and explain why you are there. School officials will direct you to your classroom. (Follow school policy regarding sign-in each day.)
3. ___ Right up front discuss expectations/ requirements and forms with CT.
4. ___ Be sure to confirm the days/times for the next visit in case a field trip is planned.
5. ___ Although you are to follow the district schedule as much as possible, provide CT with WLC break/vacation dates.
6. ___ Inform the school well ahead of expected arrival if you are ill and unable to attend.
7. ___ YOU MAY NOT CHANGE FROM THE CLINICAL LOCATION ASSIGNED TO YOU WITHOUT PERMISSION FROM THE COOR. OF CLINICAL EXPERIENCES AND DIRECTOR OF EDU.
8. ___ The assigned clinical hours are minimum requirements. You are encouraged to continue the partnership.
9. ___ Regularly review the requirements of the clinical (Syllabus). Document your weekly activity in a manner suitable to you (i.e.-journal). This will be of value as you create and organize the reflective clinical documents due at semester end.
10. ___ Arrange for an observation by a WLC representative if you are teaching a lesson that is a requirement of this particular clinical. PROVIDE HIM/HER AND YOUR CT WITH A DETAILED LESSON PLAN AT LEAST 24 HOURS PRIOR TO THE OBSERVATION.
11. ___ Finish clinical soon enough to complete and file paper work by Dec. 1 / May 1 or as your professor specifies.

AFTER

1. ___ Complete the color coded clinical forms provided in class or in the teacher education handbook and the in-depth final reflection paper. Note: Professors may add or delete from this list. Know your requirements.
IF YOU ARE CLAIMING ANY HOURS FOR MULTICULTURALISM, YOU MUST VALIDATE THEM WITH CLEARLY MARKED INFORMATION IN YOUR FINAL REFLECTION PAPER.
2. ___ Make a copy of ALL clinical paperwork for your file. Submit a copy to your advisor-professor no later than Dec. 1 / May 1 or as your professor specifies. Your professor will submit it to the EDU Director for multicultural hours approval or to the EDU office for recording and filing.
3. ___ Complete a CLINICAL SITE EVALUATION FORM. Submit it to your professor to be given to CCE.
4. ___ Discuss any exceptions to 1 -3 above with your advisor/professor.
5. ___ Send a letter of thanks to your CT, the class, and the building principal. PR is important for us to have a continuing relationship with the schools.

ANY TIME

If you have questions and/or concerns regarding the clinical placement, please contact the Coordinator of Clinical Experiences at 414-443-8854. Clinicals have been assigned to provide you with a quality experience. Remember, clinicals appear as separate grades on your transcript. May God bless your experience!