**Clinical Supervisor Discussion Guidelines for the Meeting**

**with Teacher Candidates**

The initial meeting with the teacher candidates you will be supervising in the field is used to introduce one another and share expectations, questions and excitement about the upcoming semester. Many times teacher candidates are nervous about their clinical work and being observed teaching, sometimes for the very first time. You may help allay their fears or concerns by providing them with clear expectations and reaffirmation that you are there to support them and be their champion.

* Schedule initial meeting date with teacher, clinical educator and supervisor to review Expectations for All Teacher Candidates (yellow and orange booklet).
* Confirm current telephone numbers and addresses (notify Office of Field Experiences of any changes)
* Share the best form of communication
* Collect emergency forms
* Review the following with teacher candidate(s):
* Roles and responsibilities of clinical supervisor
* Guidebooks for Teacher Candidates
* Observation schedule (ask for class schedule and school calendar)
* Lesson plan submission for observation (when due and how it is to be submitted)
* Observation protocol – pre-lesson conference, observation, post lesson conference
* Feedback will be shared during all conference AND in Chalk and Wire
* Weekly journal submission (when due and how it is to be submitted)
* Procedures for communication about absence
* Procedures when encountering problems
* Be clear about expectations
* Allow time for questions from teacher candidates