**Clinical Supervisor Discussion Guide for the Meeting**

**with Clinical Educators**

The initial meeting with the clinical educator takes place at the beginning of the semester to help them further understand their role as a teacher educator and review the information provided to them by the Office of Field Experiences.

* Ensure that the clinical educator has received the Guidebook for Clinical Educators from the teacher candidate (orange booklet)
* As a triad, review the contents of the Guidebook for Clinical Educators including Expectations of All Teacher Candidates, expectations of teacher candidates in clinical, edTPA (if applicable), assessment method and Think Abouts Guiding Questions.
* Share the best form of communication
* Review the following with teacher candidate(s):
* Roles and responsibilities of clinical supervisor
* 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
* Procedures for communication about absence
* Procedures when encountering problems
* Allow time for questions from the clinical educator