

HPE 469 -Triad Partner's Roles and Responsibilities

Teacher Candidate will:

1. **Apply for Field Placement Assignment** through the Office of Clinical Experiences office in the Darden College of Education & Professional Studies (online application-only)
2. **Contact School Administrator** or **Clinical Faculty** within one week of notification of field placement. NOTE: Many school districts prefer that you contact the School Administrator before the Clinical Faculty. Check the OCE website for placement information.
3. **Attend ALL on campus and 30 hour field experience sessions** in order to successfully complete the course.
4. **Read thoroughly ALL course documents. Especially** the *Triad Partner's Roles & Responsibilities*; *Observation & Teaching Tasks Checklist*, and School Districts Policies and Procedures, etc.
5. **Abide by ALL School District Policies and Procedures** as well as **Old Dominion University's Code of Conduct** stated in the University Catalog.
6. **Complete ALL Observation and Teaching Tasks listed** on the *Observation & Teaching Checklist*. Observing the clinical faculty within the physical education as well as health to systematically document your clinical faculty's teacher behaviors, style, instructional plan format, management procedures, management techniques used in teaching students in grade level you are assigned.
7. **Apply learned pedagogical content knowledge (P-C-K)** for preparing developmentally appropriate, efficiently designed instructional plans, use only the ODU Lesson Plan format, efficiently and/or effectively use "best practices" for instructional and managerial strategies and techniques, and attempt to create a supportive learning environment for the duration of the experience.
8. **Complete Task & Time Record Form** accurately accounting, by hour, the time you spent in each of the columns clearly identified on the Task & Time Record Form. **NOTE:** Make sure to sign-in and out at the main office of your school placement.
9. **Request after each observation and/ teaching task** the signature of the Clinical faculty **before** leaving the placement setting for the day.
10. **Submit ALL required course paperwork for the HPE 469: Practicum to the course instructor on or before the scheduled due date (See Notebook Requirements)**

Clinical Faculty will:

1. **Review contents of Practicum Packet.**
2. **Present a class schedule** to each practicum candidate and the university faculty.
3. **Coordinate with the University Faculty** the teaching schedule for each candidate (date, time and duration). A total of (at least) thirty (30) contact hours is expected for practicum experience. Arrange a regular schedule for the teacher candidate in order to complete the 30 hour requirement.
4. **Verify accuracy** of documented time listed under each column on the Task & Time Sheet with your signature. The time record is the account for the required 30 hours.
5. **Observe** candidates performance for all aspects of lesson delivery (e.g. management and instruction). Use the Classroom Observation Forms enclosed in the packet.
6. **Analyze** candidates teaching performance and **Prescribe** appropriate management techniques and instructional strategies through specific feedback upon completion of each teaching session.
7. Interactively work with the candidate assisting in the process of analyzing and prescribing appropriate strategies when working with students.
8. **Review each of the lesson plans** for accurate inclusion of all lesson plan components identified on the ODU HPE lesson plan format, management and organization of equipment, students, space and time, strategies for accommodation for students with disabilities, gender equity, etc. and to ensure developmentally appropriate content is alignment with school district's curriculum; adheres to state guidelines (VA SOL PE and HE) and national standards (SHAPE). Provide feedback in the design of the lesson plan after reviewing with teacher candidate to ensure design is developmentally appropriate, aligned with school systems curriculum, follow state guidelines and nation standards.

9. **Provide a sample of your instructional plan** for the teacher candidate to follow when assisting with lesson segments (e.g. immediate activity, set induction, demonstration of game, skill-task presentation, assessment) or teaching entire lesson during the tasks identified as Modeling Clinical Faculty.
10. **Facilitate and guide** teacher candidate by providing the opportunities to use your **instructional resources** (e.g. textbooks, curriculum guides, visual aids, etc.) or any school resources that might enhance the candidate's instructional plan design and delivery
11. **Complete and submit a final evaluation** of candidates teaching performance using the **Darden College of Education Practicum Evaluation**. Suggest that clinical faculty meet with the candidate discuss evaluation.
12. **Speak with University Faculty when questions/problems arise (Katelyn Makovec 757-683-3355)**

University Faculty will:

1. **Be available as a resource** to both the teacher candidate and clinical faculty, establish Practicum Packet, arrange triad meetings if necessary, solicit feedback from Clinical Faculty and facilitate any issues or problems encountered during the field experience.
2. **Meet Clinical Faculty** during a one of visits to the field experience placement (school setting) of each candidate.
3. **Facilitate clarification** of any documents/contents of Practicum Packet.
4. **Provide feedback** in the design of the written lesson plan after reviewing with teacher candidate to ensure design is developmentally appropriate, aligned with school systems curriculum, follow state guidelines and nation standards.
5. **Evaluate candidate's teaching performance providing feedback** to facilitate adjustments, modifications or adaptations in their delivery methods to assist in the improvement of their instructional and/or management skills.
6. Meet with teacher candidates weekly to discuss topics, and improve reflective skills.
7. Complete a thorough evaluation of practicum experience of the teach candidate, using the **Darden College of Education Practicum Evaluation, Tasks & Time Record**.
8. **Request feedback** from the Clinical Faculty's perspective, about areas for improvement in communications, realistic expectations, task requirements, etc. of the practicum experience.