



SCHOOL OF EDUCATION

SINGLE SUBJECT PROGRAM: ON-SITE LIAISON ACTIVITY CHECKLIST

CSUSM on-site liaisons are hired to assist with the mentoring and placement of a team of teacher candidates who are completing their requirements for a single subject teaching credential. The OSL works closely with a designated university supervisor to facilitate the successful completion of clinical practice at the school site.

Checklist of Activities

- Attend a meeting at the university prior to each semester to meet university supervisors, receive updates, placement requests and training information.
- Place teacher candidates with appropriate cooperating teachers in their designated credential areas as soon as possible. (Candidates will begin full time the first pre-service day. Beginning the last week in August, coursework will be all day on Monday at the university with Clinical practice T-Fr each week.)
- In collaboration with the university supervisor hold a one hour initial informational meeting/training. The US will review the clinical practice schedule, requirements, assessment procedures, and co-teaching.
- Arrange for a tour of the campus. (This may be conducted by high school students.)
- Arrange for introductions to site administrators, overview of discipline policies with assistant principal, orientation to counseling procedures, etc.
- Establish a schedule for teacher candidates for the first few weeks that includes opportunities for observations in a variety of classes while they learn about the site and school culture.
- Follow up to ensure that placements between cooperating teachers and candidates are working out.
- Meet regularly with teacher candidates as a group (usually once per week) to troubleshoot issues they may be having or to offer specific information in a "seminar" format. For example, the On-Site might arrange for special education teachers to talk with the teacher candidates or the assistant principal, etc. Review the Professional Dispositions rubric and the TPE requirements with them (see the forms page).
- Be available to observe teacher candidates during their full-time clinical practice as a 'check-in' and/or as necessary if a statement of concern is needed.
- Collaborate with the university supervisor to follow teacher candidate progress and alert the university supervisor to any early signs of a problem.
- Arrange exit interviews between the university supervisor, cooperating teacher(s), teacher candidate, and yourself near the end of clinical practice.