

Remote Observation Protocols

Graduate to Licensure Program
Corban University

Purpose of remote observations

Remote observations will be utilized for Teacher Candidates within Corban University's Graduate to Licensure program for all Teacher Candidates. Corban Supervisor's can perform onsite formal and informal observations to local schools as needed or desired.

Process for Teacher Candidate

1. Teacher Candidate must provide Corban with a signed Remote Observation Agreement Form showing the Principal/Administrator is aware and supports the requirements of remote observations in compliance with current district policy on recording classroom activities. Make sure to note any students who have signed a NO PHOTO agreement.
2. Teacher Candidate is responsible for any equipment required to participate in remote observations. Corban University does not supply cameras, tripods, laptops, or other equipment to facilitate recording of remote observations. Remote observations generally require a phone and use of the Go React app which is free in the Apple Store and Google Store. Corban purchases the license as part of student fees applied to the program.
3. Teacher Candidate determines a place in the classroom for the camera that provides the observer with full view of the classroom activities and submits a test video prior to the first observation. The majority of the class should be seen so that Supervisor can observe teacher walking around or working in different areas of the classroom.
4. Teacher Candidate and University Supervisor will communicate prior to each observation regarding a synchronous or asynchronous observation. Teacher Candidate will provide a lesson plan via email to the Supervisor 24 hours in advance.
5. Teacher Candidate will upload asynchronous videos within the same workday as the recording took place. No editing of any video is allowed, with the exception of blurring student faces based on district protocols. The time stamps must be congruent. Any video believed to be edited beyond blurring will be rejected prior to scoring and Teacher Candidate will be required to meet with the University Supervisor. Blurring needs are rare as Go React has a secure server and the only person to observe the video would be your Corban Supervisor.
6. Teacher Candidate will review Supervisor feedback within 24 hours of receiving if at all possible, giving time-stamped feedback.
7. Teacher Candidate agrees to participate in three conferences via Teams or in-person with Cooperating Teacher and University Supervisor for the Clinical Placement term:
 - a. Initial 3-way meeting – beginning of term
 - b. Formative CPAST - midway through term
 - c. Summative CPAST – end of term

Process for University Supervisor

1. University Supervisor will make initial contact with Teacher Candidate and Cooperating Teacher at the beginning of the Clinical Placement term to meet for 30 minutes online or in-person and discuss upcoming observation arrangements as well as the community, school, and classroom that will be observed.
2. University Supervisor will require a copy of the Remote Observation Agreement prior to doing any observations.
3. University Supervisor will assess the provided test video for clarity of picture and volume prior to the first remote observation.
4. Prior to each formal observation University Supervisor and Teacher Candidate are encouraged to communicate regarding purpose and content of the lesson plan. This can be done via email or video conference.
5. University Supervisor will view and provide feedback on each uploaded video and corresponding lesson plan within 24 hours if at all possible of the assigned observation.
6. University Supervisor will make time to be available for any questions or discussion regarding observations and feedback throughout the term.
7. University Supervisor agrees to participate in three video or in-person conferences with Cooperating Teacher and Teacher Candidate for the Clinical Placement term:
 - a. Initial 3-way meeting – beginning of term
 - b. Formative CFAST -midway through term
 - c. Summative CFAST – end of term

Process for Cooperating Teacher or designated person

1. If the Cooperating Teacher is also the Principal/Administrator, they will sign the Remote Observation Agreement Form prior to conducting any observations. This ensure that all parties understand and agree to the conditions of this remote observation format.
2. Prior to each informal and formal observation Cooperating Teacher and Teacher Candidate will communicate regarding purpose and content of the lesson.
3. Cooperating Teacher will view the formal lesson face to face and within 48 hours complete the required forms on TK20 for that lesson observation.
4. Cooperating Teacher will provide feedback and/or mentoring to support the Teacher Candidate in growing as a professional educator.
5. Cooperating Teacher will reach out as early as possible to University Supervisor should any concerns or red flags become evident.
6. Cooperating Teacher agrees to participate in three video or in-person conferences with Teacher Candidate and University Supervisor for the Clinical Placement term:
 - a. Initial 3-way meeting – beginning of term
 - b. Formative CFAST - midway through term
 - c. Summative CFAST – end of term

Additional Information

No video uploaded and/or viewed in Go React by a University Supervisor, Cooperating Teacher or Teacher Candidate may be posted to any outside entity including but not limited to social media public or private, classroom forums, or used in any way other than for the purpose of individual feedback and critique to the Teacher Candidate at any time now or in the future.

Remote Observation Agreement Form
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The purpose of this document is to acknowledge and agree to the following requirements of remote observations for Teacher Candidates within their Clinical Placement at Corban University. I agree that the processes outlined in the Remote Observation Protocols document attached are compliant with the video and recording protocols of the below stated school and associated district. I agree to abide by these protocols to ensure the success and safety of both students and staff within the classroom.

School name/School District

Principal/Administrator

Date

Teacher Candidate

Date

Cooperating Teacher if different from Principal/Administrator

Date