

ISU Teacher Education Clinical Hour Documentation Guide

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Instructions

If you are currently participating in a pre-student teaching clinical education course and you completed clinical experiences through a school, community organization, tutoring, or professor-approved videos, you will document your hours via the online pre-student teaching document found in your My Illinois State account. Your experiences should be documented and submitted before the end of the semester to have them approved by your professor.

The online pre-student teaching document is found in the teacher education section of your student center. For documentation and access questions, please use our website and resources hyperlinked below. Helpful resources include a PDF reference document, a how-to-document-hours video, a flowchart of steps, and a 'commonly used school and organization guide'. Reviewing these resources will assist you with logging in, filling out and submitting your experiences. Additionally, the Tips and FAQ sections will assist you. If the guide is unable to assist you, please e-mail clinicalquestions@ilstu.edu

Resources

All the following resources links can be found on the main clinical experience page or by accessing the hyperlink below.

Site information	Hyperlink
Main clinical experience website. Includes information about diversity, expectations, checklist and documentation resources.	https://teachercenter.illinoisstate.edu/students/clinical/
Gives directions on accessing your teacher education pages, specifically how to access your pre-student teaching document to enter your course hours.	How to access Teacher Education Pages in My.IllinoisState.edu.pdf
Step by step video on how to document your pre-student teaching clinical hours.	PST Documentation Video
PDF showing step by step instructions in documenting your clinical hours.	How to document PST hours PDF
Access information to view your submitted hours to check approved documents, diverse totals and ESL hours.	View Documented hours tutorial
Flow chart of steps needed for clinical hour documentation.	PST Documentation flow chart

Helpful tips when documenting your hours- Read before documenting hours

- When searching for your class, know that the PST document is keyed to your academic records. You can simply click the search button, rather than entering search criteria to return all classes you have taken. If you wish to narrow your search, you can also enter general course information. You will select your documentation course, **confirm** it is your professor before documenting your hours, as all courses enrolled, including previously dropped courses, will be accessible.
- Commonly used schools and teachers are in the ISU database. The database includes over 5000 sites and over 100,000 previously used cooperating teachers. Know that it does not contain all possibilities. If your site/teacher are not in our system, please e-mail clinicalquestions@ilstu.edu and we will work to give you documentation options. You will need to include specifics, including location, full names, and subjects taught in your e-mail.
- If you spent multiple days working with the **same** organization, you only need to **create ONE experience document for the site.** When documenting, use the date range option to show all dates and identify the main teacher you observed for documentation.
- Make sure to press the save and submit button once you are finished documenting your experience. If you wish to add an additional experience for the class, please click the add another experience button.
- If you worked with ESL students during your clinical experience, please make sure to select ESL via the experience descriptor choices when documenting.

Commonly Used Codes

As a reminder, not all schools and cooperating teachers will be in our database. Only those previously used by an ISU student are available for documentation. As such, please know that at times the common codes below can be used, especially for non-school sites.

Schools

- Organization name: Search via the PST document by keyword of school name and city of location to find the site
- CT Name: Ordered by last name (If your teacher is not in the system e-mail clinicalquestions@ilstu.edu per the directions to request it added)

General Community Observations- Commonly used for non-school sites away from the Bloomington-Normal area

- Organization name: Community Observations- 5003740
- CT Name: Observations Community- 1000902197

Tutoring experiences (e-learning or other tutoring)- Use the following code to document.

- Organization name: Community Observations- 5003740
- CT Name: Community Tutoring- 1001072698

Illinois State University (For on campus activities)

- Organization name: Illinois State University- 1000989692
- CT Name: ISU faculty- 1000900528 or at times the organization on campus as a CT code (Art Station)

General video experiences

- Organization name: Video Experiences- 5000001
- CT Name: Teacher Video- 1000880981

Annenberg Videos

- Organization Name and ID- Annenberg Videos- 1001066392
- Cooperating Teacher Name and ID- Teacher Video- 1000880981

ATLAS Online Video

- Organization Name and ID- ATLAS Online Videos- 1001066323
- Cooperating Teacher Name and ID- Teacher Video- 1000880981

To assist with finding Illinois schools, you can review the commonly used Illinois list linked below. It contains over 1800 sites in the ISU database and is organized by city:

- [Illinois School/Organization Code List sorted by City](#)

Diversity Information

Diversity, within ISU's database, is determined from Illinois school report card data. For organizations that are not required to report via the ISBE report card, diversity is commonly identified as not diverse. This is due to not having verifiable and consistently reported data.

There are four areas of diversity that schools/organizations are judged. To be considered diverse, they must meet a minimum of two of the following diversity minimums.

- English language learner = 10% or greater
- Students with disabilities/IEP'S = 5% or greater
- Low socioeconomic status = 20% or greater
- Racial Diversity= 20% or greater

For school/organizations that do not report diversity via the Illinois school report card, students can communicate with their professors and site to determine if an experience meets diverse clinical expectations and what documentation protocol must be followed. Professors may require students to complete and submit the Diversity Affirmation form, <https://education.illinoisstate.edu/downloads/teacher/DiversityAffirmationform.pdf> . This form is available for professors as needed. Once complete, it should be turned into your professor.

Important- Professors, when approving the pre-student teaching document, can then override the individual site as diverse based on the Diversity Affirmation form or through communication with the student.

Finding your School/Organization codes and cooperating teacher ID numbers

All pre-student teaching sites should be approved by professors based on the course/clinical expectations. When documenting your experience, you will be able to search for the school/organization or type the organization ID when known (commonly used organization documents give codes). The cooperating teachers linked to that organization will then be available for documentation. The following gives additional information that may be helpful when documenting your hours.

- Schools- A large number of Illinois K-12 schools are in the ISU database and can be found through the search options. Occasionally a school is used for experiences that have not been previously used by an ISU student. If this is the case, students should e-mail clinicalquestions@ilstu.edu the full name of the school, teacher, district, city and the subject they observed. This will help us to add the school to the system and the teacher to the school. If the school is outside of Illinois and not in the ISU database, verification of teachers becomes extremely difficult. If this is the case, students should write clinicalquestions@ilstu.edu for documentation options.
 - [Illinois School/Organization Code List sorted by City](#)
- Community Organizations- Community organizations are typically non-school entities such as YMCAs, daycares or community groups. Clinical Questions Staff will add commonly used local (within 60 miles) community organizations within the ISU database. If your organization (non-school) is outside a 60-mile radius of Bloomington-Normal, and not already in our system, we advise using the general "Community Observations" ID of 5003740 and the general teacher ID of "Community Observations" of 1000902197. The general Community Observations ID is not pre-set as diverse. Diversity can be marked by professors (read the diversity section below).
- Teachers- Thousands of teachers are within the ISU database and tied to schools and school districts based on previous ISU students' clinical experiences, but every year teachers may switch schools or are working with an ISU student for the first time. When documenting clinical experiences, if a teacher is not listed in the system under the site you choose, students should e-mail clinicalquestions@ilstu.edu with the full name of the teacher, school district, and subject/grade. The teacher will then be verified with the Illinois State Board of Education (ISBE) teacher database and added to the ISU database for documentation.

Frequently Asked Questions (FAQ)

- My cooperating teacher does not show up, what should I do?
 - Not all teachers are in the ISU database. We regularly add over 200 licensed teachers each semester. Please e-mail clinicalquestions@ilstu.edu the first and last name of the teacher, the school, city of the school and the classes they taught. We will then work to verify your teacher and add them to the database. If you are not documenting for a school, please review the options to see if there is a general teacher code for the community observation.
- My school does not show up, what should I do?
 - Most schools are already in our system. By using the magnifying glass you can adjust your search criteria to focus on keyword(s) and city. Using the “Contains” option will assist you. Example- Abraham Lincoln Elementary in Addison may go by the name Lincoln Elementary. Search Lincoln and Addison. See picture for example:

The screenshot shows a search interface with several dropdown menus and text input fields. The 'School Name' dropdown is set to 'contains' and the text input field contains 'Lincoln'. The 'City' dropdown is set to 'begins with' and the text input field contains 'addison'. Below the search fields are buttons for 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'. Below the search fields is a 'Search Results' section with a table showing one result.

External Org ID	School Name	City	State	Diverse	School Code
5001840	Lincoln Elem School	ADDISON	IL	Yes	190220040022005

- To assist with finding Illinois schools, you can also review the master Illinois list below, organized by city:
 - [Illinois School/Organization Code List sorted by City](#)
 - If your search does not find the school, please e-mail clinicalquestions@ilstu.edu the name and city of the school along with all teacher information identified above and we will help you locate the school or create it in the system.
 - If you observed in a community group setting outside the Bloomington-Normal area and you are having trouble locating the group in the ISU system, please feel free to use the general **“Community Observations “ID of 5003740 and generic teacher Community Observations ID of 1000902197.**
- When I save, I encounter an error. What does this mean and what should I do?
 - If you encounter problems, e-mail clinicalquestions@ilstu.edu and include a screenshot of your page and we will work to assist you. Most errors occur because directions were not followed.
 - Why is my document not submitting to my professor?
 - Make sure you entered all items and then click the **save and submit button**. If you continue to have issues e-mail clinicalquestions@ilstu.edu
 - My school is not showing up as diverse, what do I do?
 - Your professor can override the diverse setting when they approve the document. Speak to them to ensure you have met their requirements.
 - If you believe a school is diverse and it’s not currently marked diverse, please e-mail clinicalquestions@ilstu.edu and we will research updating the diversity for the school.

- I did a study abroad trip, how do I document my hours?
 - Many study abroad countries are built into our system for documentation. It is advised to search by the name of the course via the keyword site to see if it currently exists.
 - If you are unable to find the country for documentation, e-mail clinicalquestions@ilstu.edu and we will give you documentation options.

- I am confused and need help, what can I do?
 - Review the clinical experience webpage resources and if you are still have concerns, E-mail clinicalquestions@ilstu.edu and we will work to assist you.

Remember, all clinical documentation questions should go to clinicalquestions@ilstu.edu directly.