

## Surveys

### Continuous Improvement of Clinical Experiences

1. In order to maintain and improve partnerships that are mutually beneficial, the SoEC has implemented a continuous improvement cycle (Appendix B).
2. If there is an incident in the field (e.g., candidates assuming substitute duties, cooperating teachers exhibiting unprofessional or inappropriate behavior, etc.) the Field Supervisor will meet with their point of contact in the school building to discuss the issue(s) and send an email to the course Faculty member and the Field Placement Architect.
3. If the issue is not resolved, the Field Supervisor will create an Incident Report and have the candidate sign the form (Appendix A).
4. A meeting needs to be scheduled with the building administrator and the Incident Report will be shared with them; the Building Administrator and field supervisor both need to sign the Incident Report. A copy of the report and notes from the meeting should be shared with the course Faculty member and the Field Placement Architect.
5. If the issue persists, the Field Supervisor needs to meet with the Faculty member and Field Placement Architect.
6. The Field Placement Architect will refer this issue to the Director of the SoEC who will contact the district Superintendent regarding the ongoing issue.

