

Guidelines and Policies for Practicum and Student Teaching for Master of Education Licensure Route Students

Practicum in Education (EDUC 5860)

The practicum (EDUC 5860) is a course for field work experience in an assigned classroom. Elementary and secondary licensure track MEd students must first complete MED 6050 (Curriculum Design, Evaluation, Assessment, 3) before taking this course. Another prerequisite for this course is a completed fingerprinting and background check. Please go to the following website for information on how to complete this: <http://weber.edu/fingerprinting>. When going into schools for practicum work, you must wear your ID badge which is your WSU wildcard, and includes the fingerprinting clearance card on the back of your ID badge. The Office of Student Advisement (ED 230) will provide a lanyard for you to wear when you are in the schools. This will properly identify you and give you permission to be in the schools.

The academic semester before planning to do your practicum, submit an on-line Student Teaching Application by the deadline specified on the Student Teaching website. Go to the MEd program chair's office (Dr. Saunders, Ed 235) and she will fill out your verification form (you must complete MED 6050 before your practicum. If you are secondary and think you want to teach high school, you should do the practicum in junior high and then do student teaching in high school. On the other hand, if you think you want to teach junior high, you should do the practicum in high school and student teach in junior high. If you are elementary and think you want to teach intermediate grades, you should do your practicum in the primary grades and student teach in an intermediate grade. If you want to teach primary grades, do the practicum in an intermediate grade and student teach in a primary grade. **You cannot do your practicum in a classroom in which you are working or being paid.**

After you are assigned your mentor teacher for your practicum, you will work with that teacher to set up a time schedule in order for you to get 60 clock hours of time. You will also work with the mentor teacher to plan experiences in **observing, tutoring, working with small groups, and teaching some lessons** as determined in collaboration with the mentor teacher. When you are ready to be observed teaching, your university supervisor will come to your classroom and do a formal observation. She or he will give you feedback on things you did well and things in which you can improve. **Make sure you have a written lesson plan ready for the lesson you are teaching for the university supervisor.** The university supervisor will do a minimum of one visit and perhaps more as needed. You must coordinate a time for the university supervisor to visit; work with the mentor teacher and university supervisor to set up the time that will work with everyone.

To register for EDUC 5860 (2 credits), Lynda Goucher will enroll you for the course once you have been cleared by the MEd Program Director, Coordinator of Student Teaching, and field work secretary. The EDUC 5860 is a CR/NC course and to get the credit you must fulfill the 60 clock hours, turn in the completed Practicum Experience Log signed by your mentor teacher to the MEd Program Director. Also, following your observation by your university supervisor, make a copy of the observation and turn this in with the log to the MEd Program Director.

- To review, the following are necessary for setting up a practicum:
 - Complete the on-application for student teaching by the specified deadline, but specify that your application is for MED practicum (Note: before selecting "submit," download a copy of your application).
 - **Sign up for a brief practicum interview on or before the Student Teaching deadline (check for this date on the student teaching website).**
 - Complete a background check (<http://weber.edu/fingerprinting>)
 - Complete MED 6050
 - Dr. Saunders must fill out your verification form stating the above requirements are fulfilled

Student Teaching in Elementary Education for MEd Students (EDUC 5840) and Student Teaching in Secondary Education for MED Students (EDUC 5880)

(Please see Dr. Fran Butler for guidelines for student teaching in Special Education.)

Student teaching must be planned and set up in advance. You cannot student teach until you have the necessary licensure coursework completed. You must student teach in the area in which you are getting a license. If you are secondary, you must student teach in a secondary classroom in the content area for which you are licensing. If you are elementary, you must student teach in an elementary classroom. If you are special education, you need to student teach in a special education classroom.

The following are a few important guidelines:

- **Sign up for student teaching the semester before you plan to do student teaching (during the first two weeks of the academic semester before student teaching--check the posted deadlines on the student teaching website).** The application for student teaching is: <http://www.weber.edu/COE/studentteach.html>. **After your application has been submitted, you must come into the Student Teaching Office and Sign up for an interview. An interview must be scheduled on or before the Student Teaching deadline.** (Please bring printed copy of application.)
- Verify your background check is still valid. Be sure to wear your WSU ID badge, including the fingerprinting card, every day you are student teaching.
- Prior to student teaching, pass the Praxis II content test for your area. Please bring a copy of your test results to the master's secretary. **Effective Jan 1, 2011, all licensure applicants must pass the Praxis II content tests as a condition of licensure. When you receive the e-mail relating to your test results, make a copy of all three pages immediately because it will "disappear from your e-mail."**
- Students teach for 8 weeks (50 days) with an assigned cooperating teacher. If you are currently teaching and licensed in one area, but desire a license in another area, you will need to work with the human resource people in your district to job swap and student teach for __ days full time or __ days half time.
- Your university supervisor will visit several times. **During your university supervisory visits, you teach a lesson and provide a printed copy of your lesson plan on each of the visits.** Your lessons must be aligned, be detailed, and follow one of the formats approved by the Teacher Education department.
- If you are **not** provisionally hired and licensing in elementary education, sign up for EDUC 5840 (Student Teaching in Elementary Education, 6 credits) and you will be assigned a cooperating teacher and also a university supervisor. If you are not provisionally hired and licensing in secondary education, sign up for Student Teaching in Secondary Education (EDUC 5880, 6 credits) and be assigned a cooperating teacher and also a university supervisor. You may also be assigned a university supervisor from your content area.

- If you are provisionally hired and licensing in either elementary or secondary education, sign up for EDUC 5860 for either 2 or 4 credits (2 credits if a practicum has been completed in an assigned classroom and 4 credits if this is the first mentoring and supervision experience). In either case (2 or 4 credits) you will receive supervision and mentoring from an assigned university supervisor (and if you are secondary, possibly from a content university supervisor). Make sure you have a written lesson plan completed and ready for the lessons your university supervisor/s observe.

- To review, the following are necessary for setting up student teaching:
 - Complete the on-application for student teaching; specify that your application is for MED. Make sure you do this one full academic semester before you plan to student teach; check on the date for that semester that your application must be completed. (Note: before selecting “submit,” download a copy of your application and bring it with you when you have your interview with Ana Eldredge).
 - **Sign up for a student teaching interview on or before the Student Teaching deadline. Bring the following with you:**
 1. Student Teaching Application
 2. Autobiography (4 copies)
 3. Praxis II content test. You cannot be recommended for a teaching license until you have *passed* the Praxis. Bring a copy of your Praxis results (**all three pages**) or a copy of the receipt for the test. Remember to make a copy of the test results as soon as you receive them from ETS. WSU does not receive copies of your actual test results; you will have to pay \$40 more for your test results if you do not copy them when they send them initially.
 4. Student Teaching license (2 copies)
 5. Verification form completed and signed by the MEd Program Director
 6. Your transcripts (unofficial copy)
 - Make sure you have an up-to-date background check (<http://weber.edu/fingerprinting>)
 - Complete all necessary course requirements. If you are elementary, make sure you complete any deficiencies on your Content Course Eligibility Checklist. If you are secondary, make sure you complete the content methods course or courses.

- For your student teaching semester:
 - You must attend the opening orientation on the first day of classes. It will likely be in the Wildcat Theater but check and see specifics of time and place prior to the beginning of the semester you are student teaching.
 - You must attend two of the seminars planned for our undergraduate students during the semester you student teach. Again, check for specific days and times of these two seminars. One seminar will be with the Human Resource people from the surrounding districts. A second seminar will give pertinent information on applying for your license.