

# MUSKINGUM UNIVERSITY

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## GRADUATE & CONTINUING STUDIES

Dear Candidate:

If you are planning to complete Clinical Practice/Student Teaching during **ANY term**, please complete and submit the [Clinical Practice Application](#) form by May 1<sup>st</sup>, for Fall term, December 1 for Spring I term, and January 1 for Spring II term.

To access the form, click [Clinical Practice Application](#), or type the following address into your web browser: [http://www.muskingum.edu/gradstudies/downloads/clinicalpractice\\_elecappform.pdf](http://www.muskingum.edu/gradstudies/downloads/clinicalpractice_elecappform.pdf). The form can be completed electronically and returned via email by sending as an attachment. It can also be completed, printed and mailed or faxed to Graduate & Continuing Studies at (740) 826-6038, attention Carol Corns.

There will be a required Clinical Practice Seminar Orientation Meeting for all MAE/MAT/MAP/Post-bac students, with the date and time to be announced in a letter you will receive once your placement has been made. You will be inviting your cooperating teacher(s) to the orientation meeting. An invitation will be sent to you with the “confirmation of placement” letter. I will also be inviting the university supervisors. The location of the orientation meeting, held on the Muskingum University campus, will be included in the confirmation of placement letter.

**When completing the application, please make certain that the information you submit is clearly legible and specific, (especially e-mail addresses).** The information that you provide is the basis for making placements and contacting you.

**Important Information: All students who will be completing a clinical practice must submit to Carol Corns proof of current (new within a year) BCI and FBI Reports **before your clinical practice placement will be confirmed.** Please see the application for details.**

**Students Not Currently Teaching:** For placement purposes, please note that placements outside of the counties surrounding Muskingum University will be dependent upon the availability of qualified university supervisors. **No placement choice is guaranteed.**

**MAT/Post-bac students:** Please remember that you must have passed your appropriate content area test(s) before you will be permitted to begin Clinical Practice in any given term. Please do not wait until the last opportunity to register for and take the test(s). Please go to the ODE website (type “Ohio Tests needed for licensure in the search box”) for registration information numbers and required cut scores for the appropriate test(s). Graduate Students who are seeking Middle Childhood license, please note that you must pass both of your content area tests prior to beginning your Clinical Practice.

**MAT/MAP/Post-bac Students must also have taken and passed the appropriate pedagogy test(s) before you can apply for licensure and graduate. MAE students must have taken and passed the appropriate content test before applying for licensure.**

**All Students:** Please be aware that clinical practice consists of two parts: a clinical practice/student teaching experience, and a clinical practice seminar class. Clinical Practice Seminars are required for all students participating in Clinical Practice.

- MAT/ MAP/Post-bac students register for EDUC 627 Clinical Practice Seminar Class.
- MAE students register for the Clinical Practice Seminar Class (contact the Graduate Office for assigned number).

Registration for these seminars is in addition to registering for the appropriate Clinical Practice/Student Teaching section. The clinical practice seminar class usually meets a minimum of 4 evenings from 5:30 to 8:30 (besides the MAE/MAT/MAP/Post-bac clinical practice orientation meeting). You will be notified about the Seminar Class Schedules during orientation.

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All MAE Clinical Practice students must complete 2 days of active observation in a school in an ELL (English Language Learner) classroom (MAT/MAP/Post-bac students complete 1 day), different from the any which you completed during your education classes. These observation days will count as part of your clinical practice days. Those who are completing clinical practice as part of your regular employment will need to work with your building principal in order to arrange the best days for this observation. If appropriate, so as to not interrupt your clinical practice, I would suggest visitations be made on days you are not in session with students – parent/teacher conference comp days, vacation days, etc.. If your district has scheduled professional development days, you should plan to attend those. Professional development days are considered part of your Clinical Practice and are a part of the required days.

You will be given possible contacts for the diversity visits. Additional information will be provided at the orientation meeting.

In order to document the above observation, as part of the Seminar Class (EDUC 627/547/590), you will be asked to submit a 2-3 double spaced, typed reflection in which you share your observations of how a school/classrooms with ELL students and the observed instructional strategies compare and contrast to your clinical practice placement. You are also required to reflect on how teachers in the diverse, urban settings “Encourage, Equip, and Empower All Students.”

If you have any questions about completing the application, please contact me at (740) 826-8039 or email: [ccorns@muskingum.edu](mailto:ccorns@muskingum.edu). Thank you for your prompt submission of the requested information.

Sincerely,

Carol Corns  
Field Experiences and Clinical Practice Coordinator

### Clinical Practice Candidate Checklist

The following items must be complete before final student teaching placement is confirmed:

\_\_\_\_\_ I have completed all of the required coursework

\_\_\_\_\_ I have taken & passed my Content Area test(s)

\_\_\_\_\_ I have proof of current BCI and FBI Reports (current within a year) on file with Muskingum University Graduate & Continuing Studies Office

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## GRADUATE & CONTINUING STUDIES

### CLINICAL PRACTICE APPLICATION

The Clinical Practice Application can be completed on your computer by typing directly into the appropriate fields.

This form can be submitted via e-mail by clicking "SUBMIT" or by printing the completed form and returning it to Graduate & Continuing Studies.

#### Application deadlines for Clinical Practice placements:

Spring I placements: November 1

Spring II placements: January 1

Fall placements: May 1

Please check the correct term for which you are applying for Clinical Practice:

FALL  SPRING I  SPRING II Year: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Campus) \_\_\_\_\_ (Work) \_\_\_\_\_

(Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Program:  MAE  MAT  MAP  Post Bac

Licensure Area:  EC  IS/MM  IS/MI  AYA  MC  Multi-Age

Subject Area(s) (AYA/MC/Multi-Age): \_\_\_\_\_

MAE Students, Previous Licensure Area(s) You Hold: \_\_\_\_\_

Expected Graduation Date (MM/YY): \_\_\_\_\_

What, if any, class(es) will you be taking concurrently with your Clinical Practice (not including the Clinical Practice Seminar Class)?

\_\_\_\_\_

#### MAT/Post bac Students

Must have taken and passed all of the appropriate content test(s) before beginning Clinical Practice. Please request that scores are sent to ODE & Muskingum University.

#### ALL Students

Must have had BCI and FBI background checks completed within **one year** of beginning clinical practice. **A copy of BCI and FBI background reports must be submitted to Carol Corns at least three weeks prior to beginning Clinical Practice.**

#### MAT/MAP/Post bac Students

Must have taken and passed the appropriate content test(s), and pedagogy test(s) before applying for licensure.

#### MAE Students

Must have taken and passed the appropriate content test(s) before applying for licensure.

#### ALL Students

Must complete a Graduation Audit with Mrs. Nancy Bradley (Mrs. Marjorie Pickworth –MAP) prior to the beginning of Clinical Practice.

Date Scheduled: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**MAT & MAE Students Currently Teaching:** Please list current job information.

*Please note that there is no guarantee that your current position will meet Clinical Practice placement requirements.*

District: \_\_\_\_\_ School: \_\_\_\_\_  
Principal: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**MAT & MAE Students Currently Teaching:** Please list the name and any contact information of a possible certified/licensed cooperating teacher.

\_\_\_\_\_

**Intervention Specialist Students:** Please list the name and contact information of a Special Education certified/licensed teacher who might serve as your cooperating teacher. Also list the name and contact information of the Special Education Coordinator in the school district and/or county office.

\_\_\_\_\_



*Your information may be shared with potential placements upon their request.*

**MAE/MAT/MAP/Post Bac Students Not Currently Teaching:**

Please list below your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> preferences for Clinical Practice. You may NOT request a specific teacher. At least one of your choices must be located within Muskingum, Guernsey, Coshocton, or northern Noble or Morgan counties. Although we take all of your choices into consideration, we CANNOT guarantee a placement in any given choice.

**1<sup>st</sup> Choice:**

District: \_\_\_\_\_ School: \_\_\_\_\_  
Principal: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone: \_\_\_\_\_

**2<sup>nd</sup> Choice:**

District: \_\_\_\_\_ School: \_\_\_\_\_  
Principal: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone: \_\_\_\_\_

**3<sup>rd</sup> Choice:**

District: \_\_\_\_\_ School: \_\_\_\_\_  
Principal: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone: \_\_\_\_\_

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Please briefly outline your career objectives, telling us what you hope to bring to the educational setting:

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Please briefly describe your background, including your initial degree(s), hobbies and professional interests: