

# MUSKINGUM UNIVERSITY

## GRADUATE & CONTINUING STUDIES

March, 2012

Dear Candidate:

If you are planning to complete Clinical Practice/Student Teaching during **Fall, 2012 term**, please complete and submit the [Clinical Practice Application](#) form by May 1<sup>st</sup>, 2012.

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 clicking "SUBMIT" at the end of the form. It can also be completed, printed and mailed or faxed to Graduate & Continuing Studies at (740) 826-6037, attention Marla Hawthorne.

There will be a required Fall, 2012 Clinical Practice Seminar Orientation Meeting for all MAE/MAT/MAP/Post-bac Students on Monday, August 20<sup>th</sup>, 2012, from 5:30 to 9:00 p.m. 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. Also, please be aware that you need to make arrangements, as soon as possible, for a graduation audit with Mrs. Nancy Bradley, who can be contacted in the Graduate and Continuing Studies at (740) 826-8038 or email: [nbradley@muskingum.edu](mailto:nbradley@muskingum.edu). This will ensure that you have indeed completed all required classes and are ready to complete your Clinical Practice.

**Important Information:** All students who will be completing a clinical practice must submit to Marla Hawthorne proof of current (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 Content Area Praxis II 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 contact [www.ets.org/praxis](http://www.ets.org/praxis) for registration information. Graduate Students, who are seeking Middle Childhood license, please note that you must have passed both of your content area tests prior to beginning your Clinical Practice.

MAT/MAP/Post bac Students must also have taken and passed the Praxis II PLT Test (Principles of Learning and Teaching Test) before you can apply for licensure and graduate. MAE students must have taken and passed the appropriate Praxis II 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 EDUC 590 Clinical Practice Seminar Class.

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.

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 ó 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 627/590), 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 öEncourage, Equip, and Empower All Students.ö

If you have any questions about completing the application, please contact me at (740) 826-8037 or email: [marlah@muskingum.edu](mailto:marlah@muskingum.edu) . Thank you for your prompt submission of the requested information.

Sincerely,

Marla Hawthorne, Education Licensure Officer/  
Field and Placement Coordinator, Graduate and Continuing Studies

**Clinical Practice Candidate Checklist (all items must be complete before final student teaching placement is confirmed)**

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

\_\_\_\_\_ I have scheduled a graduation audit with (MAE/MAT students-Nancy Bradley 740-826-8038) [nbradley@muskingum.edu](mailto:nbradley@muskingum.edu) (MAP students-Marjorie Pickworth 740-826-8462 [mpickwor@muskingum.edu](mailto:mpickwor@muskingum.edu))

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

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