SAINT MARY-OF-THE-WOODS COLLEGE EDUCATION DEPARTMENT

Clinical Experience Placement Policies

Saint Mary-of-the-Woods College is committed to providing high-quality clinical experiences that support teacher candidates to develop and demonstrate the knowledge, skills and dispositions necessary to help all students learn. Consistent with its mission to prepare competent, caring, professional teachers, the Education Department strives to provide teacher candidates with a wide array of diverse clinical teaching experiences. Teacher candidates who have multiple experiences in varied classrooms with different cooperating teachers are well prepared as educators to meet the needs of diverse students in their own future classrooms. In addition, the opportunity to network with administrators and other teachers in multiple agencies, schools or corporations provides teacher candidates with valuable connections for employment. The Department supports teacher candidates in their efforts to balance program requirements, professional career development, and family responsibilities. The Department's goal is to serve teacher candidates in the best way possible, taking all of these factors into consideration.

Clinical Experience is the umbrella term for a variety of structured application experiences working directly with students in an agency or classroom setting. See below:

Field Experience	60 clock hours	2 credits
Practicum (Alternate Routes only)	120 clock hours	1 credit
Capstone: Professional Practicum	150 clock hours,	4 credits
(Non-license Early Childhood only)	full-time	
Capstone: Student Teaching	7 or 8 or 9 weeks	4 credits
	full-time	

The Assistant Director of Career Development-Education and the candidate's advisor make placement decisions based on the following policies.

- 1. Placements are made on the basis of a complex set of criteria, including but not limited to:
 - Geographic location within a reasonable (i.e., half-hour) driving distance of teacher candidate's residence and within a 200-mile radius of SMWC
 - Prior experiences exclude schools and classrooms where prior SMWC experiences were completed
 - Availability of appropriately licensed cooperating teacher willing to work with candidate
 - Teacher candidate preferences considered, but not guaranteed
 - School/agency calendars

- 2. Teacher candidates employed as **teaching assistants** may complete a **field experience or practicum** in the agency/school/classroom in which they are employed, provided:
 - The classroom covers the same developmental level and content area for which the teacher candidate is seeking licensure.
 - There is an appropriately licensed cooperating teacher in the building who is willing to supervise the teacher candidate on a regular basis and complete a final evaluation.
 - The teacher candidate has not completed prior SMWC field experiences in the same building/classroom.
- 3. Teacher candidates employed as **teaching assistants** will generally not be placed in their school of employment for **student teaching or a professional practicum**. They will need to make necessary arrangements to prepare for 7-16 weeks (length varies by program) of full-time unpaid teaching.
- 4. Teacher candidates employed as **limited licensed teachers**, **teachers of record** in accredited schools, or **long-term substitute teachers** (i.e., two months) may complete **field experiences**, **practica**, **or student teaching** in the classroom in which they are employed, provided:
 - The classroom covers the same developmental level and content area for which the teacher candidate is seeking licensure.
 - There is an appropriately licensed cooperating teacher in the building who is willing to supervise the teacher candidate on a regular basis and complete a final evaluation.
- 5. Based on agreements between SMWC and agencies and school corporations, it is the responsibility of the Assistant Director of Career Development-Education to make formal arrangements with directors, school system administrators and cooperating teachers. Teacher candidates are advised not to make their own placements. Preferences and suggestions for placements from teacher candidates will be accepted on the <u>Placement Request Form</u>.
- 6. The Assistant Director of Career Development-Education will initiate placement arrangements after a completed <u>Placement Request Form</u> has been received.
 - For Campus students at the time of registration for a field experience, fill out the placement form with the advisor and bring it to a face-to-face meeting with the Assistant Director
 - For WED students the placement process will be initiated by the Assistant Director of Career Development-Education via email approximately 1 month prior to the WED return, after notification is received from the WED office that the student intends to complete a clinical experience. Students must return to campus for a face-to-face meeting with the Assistant Director, advisor, and College Supervisor to register for the experience.

- For Capstone Experiences 10 months prior to the beginning of the capstone experience, mail <u>Placement Request Form</u> to Education Department with completed <u>Clinical Capstone Application</u> and a copy of your most recent professional resume. See #12, #13, and #14.
- 7. Teacher candidates will not be placed in agencies and schools for field experiences, practica, or student teaching in which their relatives are employed or their children are students.
- 8. All placements are made within a 200-mile radius of Saint Mary-of-the-Woods College.
- 9. All placement sites must be accredited by the state in which they are located.
- 10. All placements are subject to the requirements and policies of the agency and/or school corporation in which the teacher candidate is placed.
- 11. Requests for exceptions to these policies should be directed to the teacher candidate's advisor. Advisors will inform candidates about the written appeal process. The Teacher Education Board makes final decisions on all appeals.
- 12. If a candidate cancels a placement, he/she must reapply, by submitting a new clinical capstone application and resume. Applications are accepted twice a year, March 1 (for Fall) and November 1 (for Spring).
- 13. All APL applications must be submitted for evaluation before the student has 100 hours completed towards a bachelor's degree, 45 semester hours towards an associate's degree, or two semesters prior to non-degree program completed.
- 14. APL for clinical experiences will not be accepted after the Clinical Capstone Experience application is submitted.

Please note: Placements are made on an individual basis. The process of securing placements is time consuming and complex. The Assistant Director will make every effort to complete placements in a timely manner. Please be aware that special requests will delay the process.

The Saint Mary-of-the-Woods College Education Department is committed to both the students of the College and the students and teachers of our partnering schools/agencies. It is our responsibility to ensure that field placements, practica, and student teaching experiences are mutually beneficial to SMWC students and the teachers and students of the school/agencies in which they take place. For these reasons, the faculty of the SMWC Education Department reserves the right to deny a field, practicum, and/or student teaching placement; remove or withdraw a student from a field, practicum and/or student teaching placement;

and/or cancel a field, practicum, and/or student teaching placement for the reasons of health, safety, and/or professional behaviors.

Questions about these policies should be directed to:

Teacher candidate's advisor

-or-

Teresa Dwyer Assistant Director of Career Development-Education Saint Mary-of-the-Woods College Le Fer Hall, Rm 144 Saint Mary-of-the-Woods, IN 47876 Phone: 812-535-5119 Fax: 812-535-5197

Email: tdwyer@smwc.edu

The SMWC Education Department reserves the right to make curricular, process, and policy changes based on College, accreditation, and licensing requirements.