

PRACTICUM APPLICATION

(Please allow 4-6 weeks to complete)

READ THIS THOROUGHLY AND KEEP FOR REFERENCE

Submit the completed application to Tracey Brenner, WH 226(lock box in hallway or mailbox in WH 232), after you have obtained the signature of your advisor

Applications are due by *Feb. 21, 2012*

If you miss the application deadline, you will not be placed until the following term -HAVE IT IN BY THE DUE DATE!

This packet includes the following information:

1. Practicum Application Checklist
2. The Application for Practicum
3. The Application Agreement
4. Practicum Registration Form

REMINDER: Apprentice Teaching Applications for Spring 2013 will be due in early February and can take 4-6 weeks to complete. Watch for the signs! A practicum is required before apprentice teaching. Be sure you are prepared. Applications will be available outside of room WH 232 and online.

Practicum Application Student Checklist Fall 2012

Use the following checklist to make sure that you complete all the steps necessary to completing the application and getting it turned in on time. Late applications are not accepted and mean that you will not be eligible for Practicum, until the following term.

- ___ **Email** Tracey Brenner at traceybrenner31@webster.edu to notify her that you received an application. This contact will allow us to keep you updated on any changes to meeting times or places, if necessary.
- ___ Must complete substitute certification online with DESE. The information sheet is included in this packet. This needs to be done several weeks prior to submitting the application. You will need to have your fingerprints done for this and need to attach the clearance letter that you receive from DESE to the application along with a copy of your substitute teacher certification. If you already have a substitute teaching certificate, please print it and attach it to this application.
- ___ Make sure that you have a current TB test results on file with the Field Placement office. If your last test was within a year, then you are fine. If not, then you will need to make an appointment with your doctor or with health services on campus. Clinics at local pharmacies offer the test for a reasonable fee. Attach the test results to your application.
- ___ Complete the family care registry at the following link: <http://www.dhss.mo.gov/fcsr/>. Attach your clearance letter to the packet. Remember this needs to be done several weeks prior to the application deadline. If you are already registered but need a current clearance, please contact them for a current one and attach it to this application.
- ___ Complete all sections of the application carefully since most of this information will be sent to school districts for placement.
- ___ Meet with your advisor at least 2 weeks before the application is due to review the information. Advisors are busy and are not always available the week the application is due, so be sure to schedule your appointment early.

TB (TINE, PPD) TESTS: This test must be dated within 12 months of the time that you will be in the school. (Generally after January 1 for fall placements and after July 1 for spring placements. This may be obtained at your personal doctor, or other community health agencies for a nominal fee. (Some districts are now requiring them within 6 months of when you are in the schools. I will contact you if you need an updated test.) **Remember that these tests involve 2 visits**, the first visit to administer the test and the second visit 3 days later to read the test.) You should call to check times and fees.

Advisor Checklist: Eligibility For Practicum

Student: Fill out the top part of this form and attach a copy of your teacher certification acceptance letter before meeting with your advisor. If you do not have a Teacher Certification Acceptance letter, see your advisor (if undergraduate) or Peggy Peel (if graduate).

Name _____ Student # _____

Check one: _____ Undergraduate _____ Post Baccalaureate _____ MAT

Academic Advisor: _____

Advisor: *Do not sign the application if the student does not have an acceptance letter attached and has not met all of the admission requirements below. If the student has not met requirements, the student must talk to Tracey Brenner and petition to Jan Willcox in writing to have an application considered for placement. Exceptions are rarely made.*

The student listed above has completed the following requirements as prerequisites to practicum

Advisor initial each item:

- _____ 1. Has been admitted to the Teacher Certification Program.
- _____ 2. Has passed all sections of the CBASE (all undergraduate students and MAT in elementary)
- _____ 3. Has met all prerequisites for their specific program
- _____ 4. Has advanced to candidacy (graduate students only)
- _____ 5. Has required GPA for their program and maintained the 3.0 education GPA and content GPA
- _____ 6. Has completed the DESE substitute teacher certification process and has the certificate attached
- _____ 7. Has a copy of the fingerprint clearance letter attached to the application
- _____ 8. Has results from current TB test attached
- _____ 9. Has registered with the Family Care Registry and has a clearance letter attached

Advisor Signature: _____

Date: _____

DESE Educator ID# _____

This Practicum is for _____
Semester/Term/Year

**WEBSTER UNIVERSITY- MAIN CAMPUS
APPLICATION FOR PRACTICUM PLACEMENT**

Name _____

Student # _____

Local Address _____
Street

Phone # _____

City State Zip Code

E-Mail _____

Certification Area (circle): Early Childhood Elementary Special Middle School Secondary K-12

Early Childhood, indicate type of practicum: Infant/Toddler Preschool/Kindergarten Primary

Middle, Secondary or K-12, list subject area: _____

For MUSIC ONLY: Indicate vocal or instrumental

Special Education will be Mild Moderate/Cross Categorical. If not, please specify _____

For SPECIAL EDUCATION ONLY: Indicate Self-contained or Resource

Placement Level Desired (circle): Infant/Toddler PK K 1 2 3 4 5 6 7 8 9 10 11 12

For K-12 Only (Art, Foreign Language & Music): Placements are made at the middle school level. You will complete the elementary and secondary placements in apprentice teaching.

Days/Times Available for Practicum: You will arrange a set schedule with your teacher after you are placed. Your hours need to be when student are involved in active learning. Be sure to allow enough time in your schedule to be able to complete all of the required hours – 45 contact hours per credit hour.

Geographic or School Request: Please list a geographical area, district, or school for your placement. A reasonable effort will be made to place you as requested, but placements are not guaranteed and students are NOT to contact schools regarding placements. Early Childhood: instructors of corresponding courses may select sites for practicum so you may be limited in your choices. Post BA Special Education students who are working in their own classroom please indicate that here and list the name and address of the school. Remember that at least one of your placements (practicum or apprentice teaching) must be in a diverse setting as defined by the School of Education. Discuss this with your advisor. ***(You may request any accredited public or private school in the St. Louis Metro Area, but placements are not guaranteed and you may be placed differently than you request. We will not place you in a school or district that you attended, that your children attend, or where a family member works.)***

____ Please check here if you **do not** wish to be placed in a private religious based school.

Geographic location: Please list one geographic location.

One Dream School or District _____

I certify that the information provided above is complete and accurate. I give Webster University permission to clear my name & fingerprints through the Family Care Registry, State of Missouri Criminal Records System, Highway Patrol & FBI. I understand that the information obtained will be treated confidentially and will not be used for other purposes but will be verified for the school district where I am placed. I further verify that I have never been convicted of a felony. I will be accepted into the teacher certification program before beginning this practicum (3000 level or above). I plan to do my apprentice teaching (not practicum: Term _____ Year: _____ and I will get that application when available and submit it at the mandatory turn in meeting.

Student signature _____ Date _____

APPROVED BY: (You must obtain advisor’s signature before submitting application.)

I have reviewed this application and verify that the student is applying, and will be registered, for the appropriate practicum.

Academic Advisor _____

Date: _____

WEBSTER UNIVERSITY

Application Agreement

By signing this form I am obligating myself to fulfill the practicum placement to which I am assigned for the FALL or SPRING semester.

- ◆ I certify that the information provided in this application and resume is complete and accurate. I give Webster University permission to contact any employers or supervisors for references for the purpose of reviewing my Apprentice Teaching application. I have registered with Family Care Registry online and provided a copy of the results to the Coordinator of Field Placements. I verify that I have never been convicted of a felony. I understand that information obtained will be treated confidentially and will not be used for other purposes. I give permission for the information obtained from all of these investigations to be shared with the school district where I am placed.
- ◆ I certify that I have completed the Substitute Certification Application process with DESE and have submitted my educator ID to Tracey Brenner at Webster University.
- ◆ I have been screened for tuberculosis in the past year and have submitted that test result to Webster University.
- ◆ I certify that I have been admitted to the Teacher Certification Program and have met all eligibility requirements.
- ◆ I certify that I have completed all prerequisite coursework or if I have not, I have submitted a written request to Jan Willcox, Director of Apprentice Teaching & Field Experience, for permission to apply for practicum. All such written requests must be submitted at least 1 week prior to the application deadline.
- ◆ I understand that I also need to be concurrently registered in the correct section of Practicum Seminar if it is required for my certification.
- ◆ I certify that I will fulfill the following responsibilities:
 - successfully complete all prerequisite courses during the semester prior to my practicum placement.
 - establish a schedule with my cooperating teacher within the first week of my placement
 - clear my schedule so that I am available during the agreed upon schedule for my practicum placement
 - notify the Field Placement Office of any changes in name, address, phone number, etc.
- ◆ I understand that I may be placed in **any** public or private school, unless I have indicated that I will or cannot accept a religious based placement, in the St. Louis City, St. Louis County, Jefferson County or St. Charles County area.
- ◆ I also understand that if I decide to cancel my request for practicum after the placements are made that I will be charged \$100. This fee covers the costs associated with processing the requests and pays the assigned teacher a stipend for agreeing to accept you.

Signature

Date

DESE Substitute Certification Application

The State of Missouri has moved to an electronic only application process for educators. All students must now begin the process by applying for certification as a substitute teacher.

Applying for substitute certification online requires that you:

- ___ Complete the online application
- ___ Submit transcripts to DESE (with at least 60 hours of college level coursework)
- ___ Be fingerprinted through L-1 instructions below and on DESE site

Online Application: A step-by-step walk-through is available at dese.mo.gov.

From the DESE homepage:

- select “DESE Web Applications”.
- You will need to create a user id and password.
- Once you have created your used ID, log in.
- Under “User Applications”, locate “Teacher Quality and Urban Education” and select “Licensure System Educator Request Access”.
- Click “submit” and a pop-up window should indicate that your request has been submitted.
- Click “Close” and you should be re-directed to the main menu. If you **are not redirected** return to the DESE home page and log in again. From the main menu (“User Applications”) locate “Teacher Quality and Urban Education” and select “Licensure”. Follow the instructions to set up your user profile.
- Once you have completed your profile, an **educator ID** will be generated and will be located in the header of the application. This number should be written down somewhere safe along with your login for the system.

Transcripts: You will be applying as a **content substitute** (someone with 60 or more credit hours). This means that you must submit college transcripts for at least 60 credit hours worth of work **directly to DESE**. If those 60 hours were completed at Webster, please contact the Registrar’s Office (Loretto Hall 63, phone:

314-968-7450, email: registraroffice@webster.edu) to have your transcripts sent.

Transcripts should be mailed to:

DESE
Attn: Certification
PO Box 480
Jefferson City, MO 65102

Please include, or have included, on your transcripts your social security number or **educator ID** (see above) and the words “Sub. Cert.”.

Fingerprints: Fingerprinting is done by L-1 Identity Solutions. To make an appointment, you will need information found on the DESE website (dese.mo.gov/divteachqual/teachcert/index.html).

For a school code, to use all nines (9). Under “Background/Fingerprint Check” on the right hand side, select the “Fingerprint Information Form (pdf)”. You may call to make an appointment (866-522-7067) or go to www.l1enrollment.com.

Practicum Registration Form

Name: _____

ID # (or SSN) _____

Permanent Address: _____

Payment Option:

____ Direct Billing to Employer (DB)

____ Employer Reimbursement (ER)

____ Financial Aid (FA)

____ Pd 2 wks before classes start (PD)

____ Tuition Assistance/Military (TA)

____ Tuition Monthly Payment Plan (TM)

____ Tuition Remission/Exchange (TR)

____ Veteran's Administration (VA)

____ Vocation Rehabilitation (VR)

Preferred Phone: _____

E-mail Address: _____@webster.edu

Certification: _____

Date: _____ Program: _____ Term: _____

Dept & Course Number*	Title	Cr Hrs
	Practicum	
	Practicum (Early Childhood may have 2)	
	Secondary Seminar (For Secondary or K-12 Education Students)	

NOTE: 45 contact hours per credit hour are required.

Total _____

Student Signature _____

Date _____

Advisor Signature _____

Date _____

***Course numbers for Graduate and Undergraduate are listed on the back**

This form is only for practicum registration and must be turned in with your application. You will need to register for any other coursework separately.

Secondary or K-12 Content (including Art, Foreign Language & Music): Will be enrolled in 2 credits practicum (90 contact hours) and 1 credit practicum seminar. Students should plan their hours to extend throughout the semester. The practicum seminar includes assignments that must be completed in your placement.

Level: Be sure you know which level practicum you are doing.

- EDUC 2000: Beginning Practicum: optional, student is beginning educational coursework, usually taken prior to methods courses, no prerequisites
- EDUC 3000: Intermediate Practicum: required as prerequisite to apprentice teaching (3 credit hours), usually taken the semester prior to apprentice teaching; taken concurrently or following methods courses; many prerequisites.
- EDUC 4000 +: Advanced Practicum: designed for education students who are not pursuing certification. (Special Education and Early Childhood see below)
- CMAT, ECED and SPED Graduate students: required as prerequisite to apprentice teaching (3 credit hours). Usually taken the semester prior to apprentice teaching, taken concurrently or following methods courses; many prerequisites.

Please note that a seminar is required for K-12 and Secondary Certification students **ONLY**.

Undergraduate Practicum Course Numbers:

EDUC 2000 Beginning Practicum

EDUC 3000 Intermediate Practicum

EDUC 3000.30 Secondary Seminar (For Secondary or K-12 Students Only)

EDUC 4741 Infant/Toddler Practicum

EDUC 4831 Preschool Practicum

EDUC 4832 Early/Primary Practicum

Graduate Practicum Course Numbers:

CMAT 5090 Practicum: Elementary School

CMAT 5092 Practicum: Middle School

CMAT 5094 Practicum: Secondary School

ECED 5431 Infant Toddler Practicum

ECED 5461 Pre-Primary Practicum

ECED 5462 Early Primary Practicum

ECED 5850 Practicum in Early Childhood Education

SPED 5090 Special Education Practicum

EPSY 5600 Practicum in Educational Psychology

EPSY 5601 Practicum in Gifted Education

READ 5970 Practicum in Diagnosis of Reading Problems

READ 5980 Practicum in Remediation

TESL 5040/COMM 5040 Practicum in ESOL