3.4.e - Descriptions of requirements for field experiences and clinical practice in programs for initial and advanced teacher candidates and other school professionals

Overview

The Office of Clinical Experiences (OCE) is a part of the OTE at ECU. Its mission is to provide quality practicum and internship experiences for all education students. The major responsibilities of the OCE include: identifying and confirming placements, disseminating a time line of activities and expectations of the program to clinical teachers, maintaining continual contact with school personnel, and providing support and training to clinical teachers and university supervisors. All clinical experience placements are arranged through the OCE in partnership with the 38 public school systems in the Latham Clinical Schools Network (LCSN).

Initial Teacher Preparation Programs

During the sophomore and junior semester, candidates are placed in field experiences through the OCE. Classroom teachers agree to accept candidates for their field experiences based on grade level, subject, and objectives that need to be accomplished within the course. Practica are embedded in coursework and designed to be developmentally appropriate and increase over time in complexity as the program progresses. This design allows candidates to build knowledge, skills, and dispositions as they are guided along the continuum of teaching and learning.

The process for placement requests, assignments, confirmations, and notifications starts with the course instructor through a request form to the OCE. OCE partners with teachers and school principals to secure placements. Once confirmed, OCE notifies the faculty who then distributes placement assignments to candidates. Practica issues are handled via the OCE in conjunction with the course instructor and school principal and/or liaison.

Field Experiences (Practicum) Requirements and Expectations

- **Practicum Placement Procedures**
- Practicum P-12 Teacher Requests with Course Requirements:
  - Practicum Teacher Request Form for **Elementary**
  - Practicum Teacher Request Form for **Birth-Kindergarten**
  - Practicum Teacher Request Form for **Middle Grades**
  - Practicum Teacher Request Form for **Special Education**
  - Practicum Teacher Request Form for **Secondary Subject Area and K-12**
- **Practicum Dress Code**

During internship, candidates are placed according to four district preferences as noted on their internship application. Once placed, interns remain in the placement for two semesters, denoted as Senior I and Senior II. Prior to each internship semester, interns attend a seminar held by the OCE to be briefed on all policies, procedures, necessary paperwork (forms in TaskStream, etc), and timelines. Interns are reminded of the performance standards to which they are held, the ECU Intern technical standards, Internship policies, and the NC Code of Ethics for Educators. All of these
items can be found in the *Welcome to Teacher Education Handbook*. Syllabi for the internship course are administered by the University Supervisor. If an internship must be cancelled, procedures and due process exist for this purpose. Interns may opt out of internship or they may be removed from internship for performance and/or dispositional issues after a period of time is given for corrective action according to the Improvement Plan.

**Clinical Practice (Internship) Requirements and Expectations**

- **Internship Placement and Application Procedures**
  - Technical Standards for Admission
  - Internship Application for Senior I/II
  - Internship Overview
  - Internship Responsibilities
  - Internship Calendar for Senior I
  - Internship Calendar for Senior II
  - Internship Physical Form
  - Internship Dress Code
  - Internship Cancellation Form
  - Internship Options for Employed Teacher Assistants

**Advanced Teacher Preparation Programs**

Candidates for the Master of School Administration (MSA) are required to complete six service leadership projects (SLP) during their preparation. Each SLP has specific proficiency descriptors assigned to it. Details are located in the *Service Leadership Project Handbook*.

Candidates in other advanced licensure programs are practitioners and use their own classroom or job placement for field experiences and action research. The OCE assists advanced candidates who are completing the advanced program full-time and who do not have access to a classroom or other school related professional programs in which to practice.