



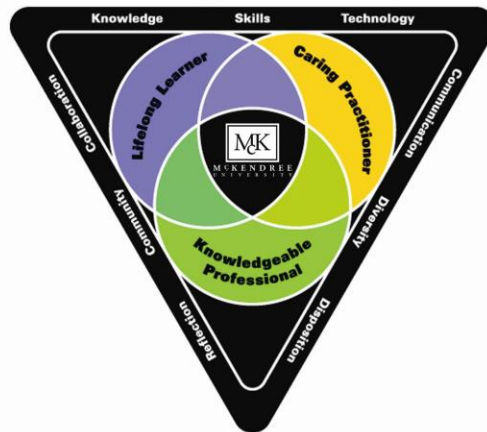
MCKENDREE
UNIVERSITY

SCHOOL OF EDUCATION

TEACHER EDUCATION PROGRAM

**SPECIAL EDUCATION
PRACTICUM APPLICATION**

Framework for Teacher Education



Requirements for Admission to the Special Education Practicum

One year prior to the semester of student teaching, the teacher candidate will apply to the Council on Teacher Education for admission to student teaching and must complete the following requirements prior to beginning student teaching:

1. Submit an application to be accepted into the practicum one year prior to the practicum semester. Deadlines for submitting applications are **October 1** for a practicum the following fall and **March 1** for a practicum the following spring. The application should be reviewed by the educational advisor and then submitted to the Field Experience Coordinator.
2. Satisfy any grade point average requirements for the major. Graduate teacher candidates must have a minimum GPA of 3.0.
3. Complete all required field experiences with favorable comments from cooperating teachers and university supervisors.
4. Complete all Education degree requirements prior to the practicum.
5. Complete and pass all assessments required prior to the practicum by the Illinois State Board of Education.

6. Successfully complete the faculty review process.

A list of candidates seeking admission shall be distributed to the faculty of the University for review, comment and challenge.

Reasons for challenging a candidate's admission to the program include but are not limited to:

- Evidence of issues of moral turpitude
- Weak oral and/or written communication skills
- Unethical behavior, including plagiarism
- Poor classroom attendance
- Dispositions inappropriate to teaching

If a candidate receives any challenge to admission, that information shall be included with the materials submitted to the Council on Teacher Education, and the Director of Teacher Education or his/her designee will counsel the candidate on the challenge and the ramifications it may have on the candidate's admission. If a candidate's admission is challenged by three or more members of the faculty (full- or part-time), the Director of Teacher Education will ask each of the faculty members involved to submit documentation or evidence to support the challenge. The Admissions Sub-committee of the COTE will review the materials submitted, and may ask the candidate and faculty members involved to meet with them to clarify or gather additional information. The committee will then make a recommendation to the Council on Teacher Education to admit, admit with conditions, or not admit the candidate to the student teaching program.

7. Receive a majority vote of the Council on Teacher Education for acceptance into the practicum.

Practicum Policies

Placement

The practicum may take place in schools selected by the McKendree University Teacher Education Program based upon a number of factors that include, but are not limited to, contractual arrangement, distance, quality of experience, compliance with the Unit's Conceptual Framework and availability of qualified cooperating teachers. Except in extreme circumstances beyond the control of the teacher candidate, student teaching must take place in Illinois within a 25-mile radius of the University. Exceptions to this policy require the approval of the Director of Teacher Education. Student Teaching which occurs outside of the 25 mile radius will result in an additional course fee as set forth by McKendree University.

For students already employed in a local education agency, the practicum may be able to take place in the school of employment with the permission from the Coordinator of the Special Education Program and the Director of Teacher Education.

Consanguinity

Teacher Candidates are not permitted to complete any intensive field experience in a school or district where relatives of the first or second degree are attending or employed. Teacher Candidates also may not complete any intensive field experience in a school or school district where a relative of the first or second degree is in a position of authority over cooperating clinical teachers (i.e., principal, superintendent, or member of the board of education). A relative of the first or second degree by consanguinity or affinity includes:

| | | |
|------------|----------------------------|----------------------|
| Parent | Grandparent | Spouse's Grandchild |
| Sibling | Uncle or Aunt | Sibling's Spouse |
| Spouse | Spouse's Parent or Sibling | Parent's Spouse |
| Child | Spouse's Child | Grandparent's Spouse |
| Grandchild | Spouse's Grandparent | Grandchild's Spouse |

Please indicate possible consanguinity conflicts on the application. In addition, once placed, you will be required to sign a Consanguinity Policy Form stating you do not have a relative of the first or second degree by consanguinity or affinity, as defined above, attending or employed by the school in which you are doing your student teaching nor in a position of authority over cooperating clinical teachers.

McKENDREE UNIVERSITY
SCHOOL OF EDUCATION
APPLICATION FOR ADMISSION TO PRACTICUM

Name _____ Email _____

Address _____

Cell phone _____ Home phone _____

Application for: Fall _____ (year) or Spring _____ (year)

Licensure Area:

Special Area: Special Education

High School Attended _____

College(s) Attended _____ Degree _____
_____ Degree _____
_____ Degree _____

PRIOR FIELD EXPERIENCES (Complete each area that applies.)

Field One:

School _____ Teacher _____

Grade Level/Subject _____ Hours _____

Field Two:

School _____ Teacher _____

Grade Level/Subject _____ Hours _____

Field Three:

School _____ Teacher _____

Grade Level/Subject _____ Hours _____

List specific classroom experiences/tasks in which you have participated/assisted.

List any previous experiences with children and youth.

List any hobbies, talents, or special interests.

State why you are pursuing teaching as your professional career.

PRACTICUM PLACEMENT REQUEST

Please indicate your first and second choice preferences for the student teaching placement in the appropriate space below. **Please make a note if the preferred school is your place of employment.**

Special Area (Special Education)

Preferred School and Grade:

Secondary: 1st Choice _____
 2nd Choice _____

Elementary: 1st Choice _____
 2nd Choice _____

Please use the space below to list any schools/districts in which your placement would not be permitted due to the consanguinity policy:

| |
|--|
| |
| |

STUDENT: I grant permission to the School of Education to obtain my transcript and my scores or test results appropriate for the purpose of determining my qualifications for admission to Student Teaching **and to obtain and send** my transcript and my scores or test results to schools requesting these for evaluation in student teaching placement.

Signature _____ Date _____
 STUDENT

ADVISOR: I have counseled this student concerning admission to the Student Teaching Program at McKendree University.

Signature _____ Date _____
 ADVISOR

We will attempt to place you according to your requests. However, we reserve the right to consider distance and availability of qualifying teachers when making final decisions concerning placements.