

Clinical Practice Guidelines and Policies

The following policy statements outline factors that influence decision making related to clinical practice placements:

1. The Teacher Education Services Director and the TES Assistant engage in a collaborative approach as placement decisions are made. Recommendations from school principals and university supervisors weigh heavily in the decision making. Preferences of the clinical practice candidates, listed on the Folio180 application form, are also given due consideration; however, candidates are informed that preferences are not guaranteed as there are many variables that must be taken into consideration, i.e., university supervisor workloads, diversity, school performance, availability of cooperating teachers in a specific certification area, cooperating teacher eligibility. **Students are not permitted to independently contact school administrators or make arrangements for a placement assignment.**
2. Content certification areas dictate whether placements will be made with two cooperating teachers, one per 8 weeks, or one cooperating teacher for 16 weeks. The following provides guidelines related to specific content/grade level placement requirements:
 - a. Candidates completing a **Secondary clinical practice** experience are assigned to teach in their area of concentration for 16 weeks with one cooperating teacher assigned.
 - b. Candidates certified in **P-12 (Art, Health, French, Spanish, Music, Physical Education, and Theater) or 5-12 (Agriculture, Business & Marketing, Family and Consumer Sciences, and Technology Education)** are scheduled dual (2) placements.
 - c. Candidates completing the **Middle School 5-9 Certification Program** are scheduled placements with two cooperating teachers, one in each academic component area, for 8 weeks.
 - d. **Primary-5 teacher education candidates** are scheduled in dual placements, with two cooperating teachers, one in primary and one in the intermediate level. Each placement is for 8 weeks.
 - e. **Special Education practicums, EDSP 435 (LBD) and EDSP 437 (MSD)** are scheduled for a 6-8 week period, depending on the school district's calendar, which is in conjunction with either the EDEE 423 Supervision of Student Teaching (6 credit hours) or EDMG 446 Supervision of Student Teaching (6 credit hours).
 - f. Six-week or summer practicums are scheduled for the Learning Behavior Disorder EDSP 435 and Moderate to Sever Disability (MSD) EDSP 437 School based programs are a requirement for special education placements.
3. Petitions to carry a course concurrent with the clinical practice are limited. Only one three (3) hour course is allowed; and a waiver request must be filed in Teacher Education Services (801 Ginger Hall) in advance of the clinical experience. An overall 3.2 GPA is required and

circumstances must be identified that necessitate an overload. The overload is contingent upon approval of the Director of Teacher Education Services.

4. Clinical practice candidates unable to fulfill clinical practice obligations must officially withdraw their application in Teacher Education Services and then withdraw from courses in which they are enrolled in Office of the Registrar.
5. Candidates desiring additional certification will be required to complete a practicum in the specific area for which additional certification is sought.
6. Candidates are required to complete a criminal background check. As soon as placement information is received, candidates are directed to contact the personnel director at the district school board office and secure information regarding background check procedures. It is imperative that candidates follow through with making the contact and following the identified procedure, as they will not be permitted to enter the assigned classroom and begin the clinical practice experience until the report is filed in the school/district in which the placement has been confirmed. If a dual placement necessitates a candidate be placed in two districts, most often the district where the first 8-week placement is completed, will willingly provide the background check to the district/school where the second 8-week placement is scheduled to occur. Confirmation of completing the Background Check must be confirmed in the teacher candidate's Folio 180 account
7. The clinical practice semester represents a total commitment to teaching. Part-time employment must be adjusted so that the candidate may devote his/her full attention and energy to the clinical practice. The university strongly supports a policy of **NO** outside employment during the clinical practice semester.
8. All required PRAXIS exams must have been taken and scores on file at MSU in order for a candidate to begin the clinical practice experience in the assigned classroom. A candidate with ETS scoring results that indicate less than a passing score is required to schedule a time to meet with their academic advisor to analyze scoring results and develop an action plan focused on PRAXIS preparation steps that will be addressed, prior to the next scheduled PRAXIS testing session. The plan must contain signatures from the candidate and the advisor and be uploaded to Folio 180 for review by personnel in the Teacher Education Services. The PRAXIS Re-Take form can be located in the [Appendix](#).