SAINT MARY-OF-THE-WOODS COLLEGE
Education Department

ED 418 – Professional Practicum Application Packet

In addition to submission of this application, the following criteria must be met for approval to complete the professional practicum/student teaching:

- ☐ Formally **Admitted** to the Education Department
- ☐ Cumulative grade point average of 3.00 or higher
- ☐ A grade of B or better in all Professional Education courses (These courses are designated by an ED prefix.)
- ☐ All program requirements must be completed, including APL, *before* the professional practicum.

Academic advisors may approve certain general studies classes to be taken after the professional practicum.)

NOTE:

- The College will not accept APL past a student's 100th credit hour. Please follow proper APL submission procedures by submitting all APL to the Woods Online Office. There, it will be determined if you have reached the credit hour limit.

- The College policy supersedes the Education Department policy: All APL (includes APL from other departments) and CLEP must be approved **before** a student applies for student teaching.

- Professional Practicum applications are not kept on file. If a practicum is cancelled, the student must reapply.

- As you plan your professional practicum semester, it is important that you make financial and family arrangements. This is a full-time experience.

- 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, internships, and student teaching experiences are mutually beneficial to SMWC students and the teachers and students of the schools/agencies in which they take place. For these reasons, the faculty of SMWC Education Department reserves the right to deny a field, practicum, internship, and/or student teaching placement; change a field, practicum, internship, and/or student teaching placement; remove or withdraw a student from a field, practicum, internship, and/or student teaching placement; and/or cancel a field, practicum, internship, and/or student teaching placement for the reasons of health, safety, and/or professional behaviors.

- An additional fee will be charged for each clinical placement. Contact the Registrar for the current fees.

- All placements are subject to the requirements and policies of the placement site in which the teacher candidate is placed. This includes any specific background checks or additional testing that

the placement site requires. Regardless of any current background checks that you may already have, it is very likely that you will be required to submit a new one at your own expense.

Application Procedure:

- ☐ All criteria must be met for placement a placement to be made.

- ☐ Complete the ***Professional Practicum Application Packet***. This form will by used as a guide in making your placement. Keep in mind that there is no guarantee that you will be placed in the setting that you request. The goal of the Education Department is to provide diverse experiences.

- ☐ Complete the ***Teacher Candidate Personal Information Form***. As you type your responses, please keep in mind that this form will be sent to principals/directors and read by prospective cooperating teachers. It will showcase your academic strengths, writing skills and professional experiences. Use as much space as you need without exceeding two pages in length and please delete unnecessary space between sections when you are finished. Be sure to proofread your work carefully! This form **must** be typed.

- ☐ Submit each of the following:
  - **Placement Request Form**
  - **Personal Information Form**
  - **Current Resume –** Please see the Career Development Center for assistance.
  - **Paper copy of current Certified Background Check**
  - **Authorization to Release Educational Records**

**** Save** a copy of **all materials** so that you will have a copy on file if resubmission is necessary.

Send completed forms by mail to:

Asst. Director of Career Development - Education
Saint Mary-of-the-Woods College
1 St Mary of Woods Coll
Saint Mary of the Woods, IN 47876-1099

OR send as an email attachment to: tdwyer@smwc.edu

Application Deadlines:

Professional Practicum Semester	Application due date
Fall	November 1 (year prior to placement)
Winter	March 1 (year prior to placement)
Summer	August 1 (year prior to placement)

Approved:

Candidates will be notified of their placements via their SMWC email address when confirmations from school corporations/agencies are received.

Candidates who are approved to complete a clinical experience and then cancel a placement must resubmit the entire Professional Practicum Application by the application due date. **This will delay the experience for at least a semester**. Applications will NOT be retained or kept on file.

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Placement Request Form for Professional Practicum

Teacher Candidate Name:	Student ID #:
Home Phone:	Email:
Home Address:	City/State/Zip:
Campus Address (if applicable):	
Major:	Additional Licensure Area:
Advisor Name:	WOL ___ Campus Resident ___ Campus Commuter ___

Professional Practicum Semester		**Application Due Date**
Choose only one:	☐ Summer 2014	August 1, 2013
	☐ August 2014	November 1, 2013
	☐ January 2015	March 1, 2014
	☐ Summer 2015	August 1, 2014
	☐ August 2015	November 1, 2014

Placement Request

___ ED 418 - Professional Practicum: Early Childhood

Previous Placements: List schools/centers, teachers, and grade/age levels in which you have been placed previously.

School/Center:	Teacher:	Grade/Age:
School/Center:	Teacher:	Grade/Age:
School/Center:	Teacher:	Grade/Age:

Preferences:

- List any agencies/organizations in which you would like to be placed by priority.
- Please suggest locations that you have not yet experienced.
- List the grade/age levels in which you are interested.
- Every effort will be made to secure your preferred placement classroom, provided the listed preference is consistent with the Education Department "Clinical Experience Placement Policies."
- Changes to preferences will not be accepted after this form is submitted to the Assistant Director.
- If the agency/organization is unable to accommodate your specific request, but offers an alternate grade level, SMWC will accept the placement.

Please give a brief description of the type of experience that you would like to explore and explain how it fits with your career objectives.

Preference #1

School/Center/District:	Principal/Director:	
City:	State:	County:
School Corporation:	Grade/Level:	

Preference #2

School/Center/District:	Principal/Director:	
City:	State:	County:
School Corporation:	Grade/Level:	

Preference #3

School/Center/District:	Principal/Director:	
City:	State:	County:
School Corporation:	Grade/Level:	

Teacher Candidate Name:	Date:

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Teacher Candidate Personal Information Form

Clinical Experience Personnel: *We hope that you will find this information helpful as you consider placing this teacher candidate. Feel free to contact us if you need additional information.*

Teacher Candidate Name:

Address:

Telephone:

Email:

List all colleges and universities you have attended in reverse chronological order. Include dates, majors, minors, degrees, certifications, and GPAs relevant to each.

Degree or Certification	*Major or Area of Study*	*College/University*	*Year(s)*	*GPA*

List all field experiences, practica, substitute teaching, and other teaching experiences that you have had in schools.

Grade/Subject	*School*	*Year*	*Total Clock Hours*

List additional experiences that you have had working with children.

List community, social, or other activities in which you participate.

Are you currently employed? ***Where?***

What factors contributed to your choice of teaching as a profession?

What personal qualities, talents, skills, or ideas do you bring to the classroom?

Make additional comments that might help your site supervisor get to know you, such as comments about your philosophy of education or your plans for the future.