

Directions for the Completion of your Practicum Application

As a prospective teaching candidate, it is your responsibility to complete all of the information and get all of the required signatures prior to handing in the form.

Incomplete forms will not be accepted.

Make sure that you hand in your completed application prior to the appropriate deadlines: **February 15th for a Fall Practicum** placement and **September 30th for a Winter/Spring Placement**.

Remember: you need to **apply for a new Background Check** as part of your completed application. The BCI you are currently using to complete field assignments will not be valid for next semester's work. If your placement is in Massachusetts, you will also be asked to complete a CORI (an additional background check).

1. Practicum applications will be distributed at a Practicum Application Session held early each semester. If you do not receive an application, you may get one outside the Field Experience Office.
2. Complete all of the information on the front of the form.
3. Schedule **an appointment** with your advisor(s). If you are an **Elementary Education** major you need to meet with your **School of Education** Advisor. If you are a **Secondary Education** major you **also need to meet with your Major Advisor**.
4. Complete the **Practicum/Student Teaching Eligibility** Form portion of the application with your advisor.
5. Check off the criteria statements on the form and sign the application to certify all of the information on your application is accurate.
6. Make a note that you must have a **TB test within six months of beginning Practicum work in a school setting**. For Fall Practicum students, a good time to get the test is between March 15th – April 15th. The results of the TB test must be brought to the Field Experiences Office as soon as they are received. You may not begin your work in a Practicum placement without the test results on file in the Field Experiences Office.
7. Return the completed Practicum Application form and background check to the Field Experience Office in LIB 201 by the appropriate deadline.



When you sign-up for your Practicum section/class later in the semester, you need to leave one full day open (without classes during the day) in your class schedule to complete the 100 hours of school-based work that is required during Practicum.