



GRADUATE SCHOOL OF EDUCATION M.Ed. Curriculum and Instruction: Initial Certification Option

Policies for the Elementary and Secondary Pre-practicum and Practicum

Program Director – Dr. Vera Ossen

Field and Clinical Experience Coordinator – Dr. Patricia Fontaine



Pre-practicum Policies ALL CANDIDATES

Normally, the pre-practicum is completed in the semester prior to the practicum and consists of full-day seminars and school visits. The seminars will be on topics pertinent to the role of a teacher and will include:

1. RTI – response to intervention
 2. BRAIN LEARNING CONNECTION
 3. CLASSROOM MANAGEMENT
 4. ANALYZING STUDENT WORK AND USING DATA DRIVEN DECISION MAKING
 5. SCHOOL LAW ISSUES
 6. TEACHING ENGLISH LANGUAGE LEARNERS
- Candidates who are not employed as a teacher must be available for a specified full-day throughout the semester in order to attend the pre-practicum seminars or make visits to schools.
 - **Alternative Route Candidates** are employed in a school district as a full-time teacher of record while completing their M.Ed. Observations may be completed at the candidate's school EXCEPT ONE DAY OF OBSERVATION must be spent in a school district with a demographic structure that differs from the candidate's place of employment.
 - ALL candidates complete a pre-practicum portfolio, details of which will be described in the first pre-practicum meeting. The portfolio is submitted at the end of the pre-practicum and must be approved before the candidate can continue to the practicum.

REQUESTING A FALL PRE-PRACTICUM

- Candidates seeking to complete their pre-practicum during the FALL SEMESTER, must inform the Field and Clinical Experience Coordinator (Patricia_Fontaine@uml.edu) in writing or by email by **JULY 1st**

REQUESTING A SPRING PRE-PRACTICUM

- Candidates seeking to complete their pre-practicum during the SPRING SEMESTER, must inform the Field and Clinical Experience Coordinator (Patricia_Fontaine@uml.edu) in writing or by email by **DECEMBER 1st**

FAILURE TO REQUEST A PRE-PRACTICUM BY SPECIFIED DATE

- A candidate who fails to meet the pre-practicum notification date, may submit a written request for consideration by the coordinator.

CORI CHECK FOR THE PRE-PRACTICUM

- A candidate who is aware of an issue which may be revealed by a CORI check is urged to meet with the Program Director (Professor Vera Ossen).
- During the first pre-practicum seminar, candidates will be required to complete the form for a CORI check. Candidates should bring an official ID such as a driver's license to this meeting. A student ID will not suffice.
- Candidates may be required to complete additional CORI checks for specific school districts.

Alternative Route Candidates

- Candidates who are already teaching in a school district on a preliminary license may be required to complete a CORI for the school district visit that they are required to make (see below). It is the candidate's responsibility to ascertain if this is required.
- Sign up for pre-practicum. Candidates who are completing a pre-practicum need to register on ISIS. The course number is 02.540 and there is a \$150.00 fee. Alternate route candidates also need to register for the pre-practicum on ISIS. The course number is 02.539 and there is no fee.

Policies for proceeding to the practicum

In order to proceed to the practicum, candidates must have met the following conditions:

- all course work is complete*
- a GPA of 3.25 and above
- passed all MTEs relevant to their field
- demonstrated appropriate dispositions for teaching
- successfully completed the pre-practicum portfolio

FAILURE TO MEET CONDITIONS FOR THE PRACTICUM

The candidate will be notified by the Program Director that s/he does not meet one or more conditions. The candidate may be required to present his/her case to a faculty committee who will decide whether the candidate may proceed to the practicum.

* Completion of coursework: Candidates may submit a petition to the Program Director to request a practicum before coursework is complete. ***Core courses must be completed and only one course may be taken after the practicum to complete the degree.***

Practicum Policies

The practicum is the culminating event of the M.Ed. program. Candidates are registered for 9 credits of graduate work in order to complete the practicum. The practicum is a minimum of 12 weeks (not including school vacations weeks) teaching in a Massachusetts Public School under the supervision of a school-based COOPERATING PRACTITIONER and a UNIVERSITY SUPERVISOR.

Candidates who take a position as a teacher of record or change school AFTER admission to the M.Ed. program, must inform the PROGRAM DIRECTOR in writing and gain her permission in ADVANCE to request a practicum at the site. Distance of the school from UML may mean that a practicum cannot be supported.

REQUESTING A FALL PRACTICUM PLACEMENT

- Candidates seeking to complete their practicum during the FALL SEMESTER, must inform the Field and Clinical Experience Coordinator (Patricia_Fontaine@uml.edu) in writing or by email **BY MAY 1st**

REQUESTING A SPRING PRACTICUM PLACEMENT

- Candidates seeking to complete their practicum during the SPRING SEMESTER, must inform the Field and Clinical Experience Coordinator (Patricia_Fontaine@uml.edu) in writing or by email by **DECEMBER 1st**

FAILURE TO REQUEST A PRACTICUM BY SPECIFIED DATE

- A candidate who fails to meet the practicum notification date, may submit a written request for consideration by the coordinator, **BUT NO REQUEST WILL BE CONSIDERED WHICH IS MORE THAN 4 WEEKS LATE.**

When requesting a practicum placement, candidates must be sure that they can fulfill the commitment they are making. Practicum placements require considerable collaboration on behalf of the university and school districts.

PROCESS FOR REQUESTING A PRACTICUM

- Candidates may submit in writing (or email) three choices for a practicum placement, but the Field and Clinical Experience Coordinator makes the final decision based upon her knowledge of the candidate, the school, the cooperating teacher and proximity to UMass Lowell.
- The practicum site must be able to provide a cooperating practitioner who holds professional status in the appropriate field of certification.

For candidates who are the teacher of record in a school district:

- Candidates must be teaching as the teacher of record with a full schedule (not a long term substitute position) and have at least one semester experience in this position at the practicum site.
- Candidates must have the permission of the principal/department chair to proceed to the practicum.
- The location must be in a reasonable distance for UML supervision and approval of the site must be gained IN ADVANCE – candidates should not just assume that their place of employment will be a suitable practicum site.
- Candidates must identify a supervising practitioner who holds a professional license in the appropriate field. In cases where no such individual exists, a waiver may be requested by submitting the appropriate form to the Program Director. The waiver will be submitted to the Department of Elementary and Secondary Education.

NOTIFICATION OF PRACTICUM PLACEMENT AND CORI CHECK

- Candidates will be notified in writing or email, by the Field and Clinical Coordinator of their practicum placement and dates of the practicum.
- It is the responsibility of the candidate to contact the personnel office of the school district and arrange for a CORI CHECK if required.
- Candidates will attend a meeting at UML 1-2 weeks prior to the practicum beginning at which they will receive the procedures and requirements for the practicum. At the meeting, the candidates will be told who their University Supervisor is.

WITHDRAWAL FROM THE PRACTICUM

- Candidates withdrawn from the practicum for reasons others than misconduct, may have the option of completing the M.Ed. by submitting an academic petition and requesting transfer to the M.Ed. in Curriculum and Instruction (non licensure).
- To complete the M.Ed., the candidate must take the following courses which are offered online:
 - Curriculum Design K-12
 - History and Theory of Curriculum
 - Program Evaluation
- Candidates who do not comply with the professional behaviors and responsibilities that come with the practicum placement are subject to dismissal from the program and will not be afforded the opportunity to complete the M.Ed.