

# APPLICATION FOR CGCE PRACTICUM

## PRACTICUM PROCEDURES

### WESTFIELD STATE UNIVERSITY

**STUDENT MUST HAVE PASSING SCORES IN MTEL (01) COMM. & LITERACY BEFORE PRACTICUM APPLICATION WILL BE FORWARDED TO PLACEMENT COORDINATOR**

The attached forms must be completed before the placement process for student teaching can begin. **It is the student's responsibility to initiate every step in the application process.** The student must be matriculated into a degree and/or licensure program to apply for practicum

Step 1: Student must meet with his/her advisor(s) or Program Coordinator to complete the application. Students must bring their transcripts to this meeting. This meeting must be held **PRIOR** to the announced application deadline of **FRIDAY OCTOBER 30, 2020.**

After meeting with the education advisor, the student must submit the attached forms which include: Form A, Form B, the Dispositional Waiver and the Transcript Release Form, the "Class History GPA" (found in a link from the first page of the degree evaluation), and the most recent copy of MTEL scores. **Student should keep this page and the last page, "Information for Student teaching Applicants," for reference.**

Note #1: The middle and/or secondary specialist student should meet with the academic advisor **prior** to meeting with the education advisor. Both the academic advisor and the academic department chair must sign Forms A & B.

Note #2: Under "Field Placement Preferences" on Form A, student should indicate three preferences for placement. School names are not necessary but applicants may request specific schools. Keep in mind that you are required to have a variety of experiences across the grade levels within your licensure program (e.g. elementary 1-6). At least one experience, either in a 30 hour pre-practicum or in practicum, must be in a culturally and/or linguistically diverse setting. Unless you are requesting a specific teacher, leave the space labeled "Supervising Practitioner" blank.

Step 2: After completing the forms with the advisor(s), the student must submit the forms to the Education Office, Parenzo 211. Forms A and B **must be signed by the education advisor and chair.** For **secondary and middle school students, the academic advisor and chair must sign** Forms A and B. **THE STUDENT MUST SIGN ALL THE ATTACHED FORMS.** Failure to have all forms completed could result in a delay in placement.

Step 3: Once the forms are submitted (with all appropriate signatures and proper documentation attached) to the Education Department, they will be forwarded to the Coordinator of Teacher Preparation.

Step 4: Student will be sent an email with attachments of necessary documents needed during practicum. Students will receive a confirmation via email regarding the placement site and the name of their supervising practitioner and Program Supervisor usually at the end of the semester. It is important to have an accurate **WSU email address** on Form A in the event the Coordinator needs to contact the student regarding placement. In the meantime, confirm with Health Services that you are up to date with your Hepatitis B vaccine documentation.

Step 5: Student will meet the program supervisor (college supervisor) at the first seminar at the University. This seminar is usually held on Wednesday at 3:15 p.m. during the first week of practicum. Student teaching will begin on the day indicated on the confirmation letter. It may be necessary for students to leave their practicum site early in order to attend this important seminar. Seminar dates will be mailed with the confirmation letter.

Step 6: Student will be contacted by CGCE to register and pay for practicum and practicum seminar prior to the start of the semester. No student will be allowed in their practicum placement without payment being made.

\*\*\*If for some reason you are unable to begin your practicum after the paperwork has been approved, please contact the Coordinator of Teacher Preparation at (572-8036) so the school system can be notified of the change. Cancellation affects the University and your relationship with nearby schools.\*\*\*

# WESTFIELD STATE UNIVERSITY - CGCE – FORM “A”

**(Please NOTE – Application will not be process if all areas are not completed)**

## Advisor please complete all information below

CGCE Undergraduate \_\_\_\_\_ \*Day registering through CGCE \_\_\_\_\_ Graduate Initial Masters \_\_\_\_\_ Post-baccalaureate \_\_\_\_\_  
Date student graduated from WSU \_\_\_\_\_ Post-Bacc Application Submitted to CGCE \_\_\_\_\_

## MASSACHUSETTS TESTS FOR EDUCATOR LICENSURE

All applicable MTEL's must be passed before student teaching is approved. Documentation of test scores must be attached

Advisors – Please initial on the spaces below. **C&L must be passed before application will move to Placement Officer.**

Communication & Literacy: Read \_\_\_\_\_ Write \_\_\_\_\_ Foundations of Reading (for Elem., Early Child, Mod. Sp. Needs) \_\_\_\_\_

Early Childhood Curriculum \_\_\_\_\_ General Curriculum: Multi-subject \_\_\_\_\_ Math \_\_\_\_\_ Secondary Content: \_\_\_\_\_

Cum Grade Point Average \_\_\_\_\_ **Advisor please initial** Grade point average for Practicum is 2.8 or higher YES  NO

\_\_\_\_\_ On completion of pre-practicum requirements, I approve this student for entry into practicum. (See Form B)

\_\_\_\_\_ Pre-practicum requirements have been completed. I approve this student for entry into practicum.

Date: \_\_\_\_\_ Signature of Academic Advisor \_\_\_\_\_

Practicum Course #  Select  Title  Select  Credits

## Student Section – Please complete all information below

Name \_\_\_\_\_ Student ID# A \_\_\_\_\_

Permanent Address \_\_\_\_\_ Birth Date \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ MEPID# \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (cell) \_\_\_\_\_ (WSU Email) \_\_\_\_\_

Licensure Program \_\_\_\_\_ Student Signature: \_\_\_\_\_

**Nature and length of pre-practicum field hours** Diversity Placement completed Yes  No  (Circle field placement Course # where completed.)

Course # \_\_\_\_\_ School, City or Town \_\_\_\_\_ Grade Level \_\_\_\_\_ Hours \_\_\_\_\_

Course # \_\_\_\_\_ School, City or Town \_\_\_\_\_ Grade Level \_\_\_\_\_ Hours \_\_\_\_\_

Course # \_\_\_\_\_ School, City or Town \_\_\_\_\_ Grade Level \_\_\_\_\_ Hours \_\_\_\_\_

Course # \_\_\_\_\_ School, City or Town \_\_\_\_\_ Grade Level \_\_\_\_\_ Hours \_\_\_\_\_

Course # \_\_\_\_\_ School, City or Town \_\_\_\_\_ Grade Level \_\_\_\_\_ Hours \_\_\_\_\_

SEI (363) Check semester when taken: Fall  Spring  Summer  Year taken \_\_\_\_\_

Dates of Practicum (check one)  Spring  Fall  Full-Year Yes  Self-placed Yes

**A.** (Indicate Full-Year or Self-placement information below)

Supervising Practitioner \_\_\_\_\_ MA License # \_\_\_\_\_

District \_\_\_\_\_ School \_\_\_\_\_ Grade Level \_\_\_\_\_

(The Following is only required if you are an EARLY CHILDHOOD or MUSIC candidate, i.e. 2 placements)

Supervising Practitioner \_\_\_\_\_ MA License # \_\_\_\_\_

District \_\_\_\_\_ School \_\_\_\_\_ Grade Level \_\_\_\_\_

**B.** Practicum Placement Preferences if not Full-Year or self-placed: (District, School, if possible, and grade level)

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

District \_\_\_\_\_ School \_\_\_\_\_ Grade Level \_\_\_\_\_

**Enrollment in a practicum is contingent upon completion of all program requirements**

Signature of Academic Program Coord. \_\_\_\_\_ Date \_\_\_\_\_

Signature of Education Dept. Chair \_\_\_\_\_ Date \_\_\_\_\_

Permission by the Education Chair is required for Education students to take additional coursework while in practicum.

Only one course is allowed. COURSES WITH PRE-PRACTICUM HOURS CANNOT BE TAKEN WHILE DOING PRACTICUM

Course: \_\_\_\_\_ Education Chair Initials: \_\_\_\_\_ Students in Art, Music and PE should see their advisor.

Request Sent \_\_\_\_\_

Confirmation Sent \_\_\_\_\_

Revised 10/2020

WESTFIELD STATE UNIVERSITY  
OFFICE OF ACADEMIC AFFAIRS

Student's Name \_\_\_\_\_

**It is the student's responsibility to supply a copy of his/her scores from the Massachusetts Tests for Educator Licensure when applying for practicum/internship. The advisor will then have the information necessary to complete the upper right-hand corner of Form A.**

Pre-practicum and program requirements to be completed prior to practicum: (current semester or summer if applicable)

**Early Childhood, Elementary & Special Education Candidates** fill out this section (including core courses)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Secondary Candidates** fill out this section (including core courses)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: The practicum student must follow the schedule of the school in which he/she is placed. Vacation time or employment during the school day is not permitted.**

Signature of Education Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Academic Advisor (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**SIGNATURES ARE REQUIRED.**

\*\*\*\*\*

Routing:

- Advisor (Attests to completion of pre-practicum requirements and attainment of satisfactory grade point average)
- Program Director (Assigns, approves Field Placement and Cooperating Practitioner)
- Department Chairperson (Ed) (Assigns, approves Education Supervisor and Site)
- Department Chairperson (Ac) (Assigns Academic Supervisor)
- Placement Officer (Coordinates information between WSC and Site Personnel)

## DISPOSITIONAL WAIVER

*This form must be completed by the candidate at the introductory visit if not completed prior to the visit.*

NAME \_\_\_\_\_

STUDENT NUMBER \_\_\_\_\_

AGE (if under 18) \_\_\_\_\_

I have applied for and I am a voluntary participant in a course of study that involves an off campus educational experience.

I understand that if I display behavior that is not consistent with the honesty, integrity and professional and ethical guidelines of the teaching profession; or if I violate the rules of the school in which I am teaching; or if I exhibit behavior which fails to meet the dispositional assessment requirements set forth by the Westfield State University Teacher Education Council, I may be subject to disciplinary action which may include (but is not limited to) removal from the program in which I am enrolled.

I hereby assume all risk and agree to release, indemnify and hold Westfield State University its agents, servants and/or employees harmless for any and all actions or demands for damages, or any other thing whatsoever on account of, or in any way growing out of, any and all personal injuries and/or property damage which may result from my participation in the program in which I am enrolled; unless caused by the gross or willful negligence of Westfield State University or its agents, servants and/or employees.

*I have carefully read the foregoing and I understand its contents and I sign this as my own free act.*

\_\_\_\_\_  
Candidate (or parent/guardian if under 18)

\_\_\_\_\_  
Date

*This form shall be retained for three years*

**TRANSCRIPT RELEASE FORM**

**I have read and understand the INFORMATION FOR STUDENT TEACHING APPLICANTS on the attached sheet. I shall keep a copy for future reference.**

**I understand that I must follow the schedule of the school in which I am placed. Vacation times or employment during the school day, including after school planning time, is not permitted.**

**AND**

I, \_\_\_\_\_, give my permission to the Coordinator of Teacher  
(please print)  
Preparation at Westfield State University to release my transcripts to any school district that  
requires them for student teaching placement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# WESTFIELD STATE UNIVERSITY

Westfield, MA 01086-1630

## UNIVERSITY SPONSORED PRACTICUM EQUIVALENT (Internship)

Name of Candidate \_\_\_\_\_ MEPID.# \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Course number and title \_\_\_\_\_

Site \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

during the 20\_\_\_\_/20\_\_\_\_ school year in preparation for licensure as a (an):

(license name and level)\_\_\_\_\_. With the

following teacher as my Supervising Practitioner:

Name of Supervising Practitioner \_\_\_\_\_ License# \_\_\_\_\_

Employing Superintendent or Designee: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

School System: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Individuals at the University involved in review and approval of internships:

Name: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Date \_\_\_\_\_

## INFORMATION FOR CGCE STUDENT TEACHING APPLICANTS

Please remove this sheet and keep for your reference.

### Prior to student teaching all students must:

- be matriculated into a degree and/or licensure program
- have passed all of the Massachusetts Tests for Educator Licensure (MTEL) required for the specific license
- have a 2.7 in English Composition I and II (if not, a C+ or above must be achieved in ENGL0200 Writing for Teacher Candidates)
- have completed all prerequisite program requirements including SEI
- have met with their advisor(s) to complete Forms A and B, Transcript Release form and the Dispositional Waiver Form
- have a 2.8 GPA (application will not be accepted below a 2.8)
- have documentation of 3 doses of the Hepatitis B vaccine (have available should district request)
- pass the Foundations of Reading Test if you are a candidate for early childhood, elementary or moderate special needs licensure
- purchase and register a copy of LiveText prior to the start of practicum (available at the Campus Bookstore only)

*Students seeking placement in Springfield must fill out separate forms. They can get them from their Advisor, the Education Office or the Coordinator's Office.*

### After the placement is confirmed students must:

- contact the supervising practitioner to discuss the placement before student teaching begins
- **have a Criminal Offender Record Information (CORI) report done**
- **send copy of receipt for fingerprint scan to school district office**
- contact the Department Chair at (413) 572-5315 and the Coordinator of Teacher Preparation, at (413) 572-8036 if you are **not** going to student teach
- **practicum must be paid for in full BEFORE placement begins. Candidates are not eligible to participate in the practicum experience until they have paid and been registered. Contact the CGCE offices to register and pay for your practicum.**

### Information students should be aware of:

- students can be withdrawn from practicum if all program requirements have not been met
- student teaching begins the same day as college classes begin
- students in practicum must follow the schedule of the school in which they are doing student teaching. You will take the same vacation as the public PreK-12 school. In the spring semester **(you will not take the WSU spring break).**
- students cannot take course work during practicum without written permission from the **Education Department Chair**. Art, Music and PE students should see their advisor.
- **attendance at student teaching seminars is mandatory and will affect your final grade**

### Last MTEL Test Dates for Spring 2021 Practicum Consideration

Test Name	Last Test Date	Score Report Date
Communication & Literacy (C&L), (01)	11/1/2020	11/20/20
Early Childhood (02) Foundations of Reading (90), General Curriculum (03) and English (07)	12/13/2020	1/4/2021
Biology (13), Chemistry (12), General Science (10), History (06), Business (19), Mathematics (09), Elementary Mathematics (53), Middle School Mathematics (47), Physical Education (22), Visual Art (17), Reading Specialist (08), Sheltered English Immersion (56)	12/13/2020	1/4/2021