Grand Canyon University



An Overview of Practicum/Field Experience Requirements College of Education

COE Clinical Practice

Agenda

- Purpose of Practicum/Field Experiences
- Conceptual Framework
- Professional Dispositions
- Academic & Conduct Expectations
- Practicum/Field Experience Resources
- Documenting and Submitting Practicum/Field Experiences
- Guidelines for Completing Practicum/Field Experiences
- Practicum/Field Experience FAQs



https://youtu.be/p2oqulNfVsc



Purpose

The practicum/field experience is an opportunity for Candidates to observe and participate in diverse educational settings, and to apply the theories and concepts learned in program course work.

Conceptual Framework



Learning:

We believe that all students can learn and that highly effective, innovative and collaborative teaching and administration maximizes best practices as well as student learning and achievement. Effective teachers and administrators are highly educated, skilled, committed and compassionate; they ensure all students learn to the best of their ability.

Conceptual Framework College of Education Mission Statement

Professional education programs at Grand Canyon University are designed to support and promote the University's mission to prepare Teacher Candidates to become global citizens, critical thinkers, effective communicators and responsible leaders from the context of its Christian heritage. The College of Education inspires excellence in pedagogy and scholarship; advances reflective, innovative and collaborative teaching practices to maximize student learning and achievement; promotes servant leadership in educational communities; and engages a diverse and global community of Teacher Candidates with purpose and passion.

Leading:

We believe that education is a powerful tool with which to purposefully engage a diverse, global community. As our teacher and administrator candidates find their purpose and calling within education, they seek to lead others to reach their Godgiven potential in order for them to influence the changing world.

Serving:

The culture and Christian heritage of the University promotes a spirit of servant leadership within the College of Education's course instructors, staff and Teacher Candidates so they can serve people within the broader educational community.

http://www.gcu.edu/College-of-Education/Program-Essentials/Conceptual-Framework.php

Professional Dispositions

Professional Dispositional Expectations

- <u>**High Expectations-**</u> Educators should believe that all Teacher Candidates can learn and should set and support realistic expectations for student success.
- **<u>Respect for the Diversity of Others-</u>** Educators should be sensitive to individual learning and social needs of Teacher Candidates and embrace the cultural diversity of the community.
- **Fairness** Educators should promote social justice and equity, maintain appropriate standards of confidentiality, and exercise fairness in all areas including assessment.
- **<u>Professional Conduct</u>** Educators should exercise sound judgment and ethical behavior. They should be a positive role model within their community.
- <u>**Reflection**</u>- Educators should recognize that reflection combined with experience leads to growth as a professional. Educators should be thoughtful about their professional practice, critically examine it, and seek continual improvement.

Professional Dispositional Expectations

- <u>**Curiosity</u>** Educators should promote and support curiosity and encourage active inquiry. They should be able to think innovatively and creatively, using critical thinking as a problem-solving approach.</u>
- **Honesty** Educators should model integrity by their words and actions. They should be forthright with others and uphold high standards of trust, character, and integrity.
- <u>**Compassion**</u>- Educators should demonstrate professional friendliness, warmth, and genuine caring in their relationships with others while providing intellectual, emotional, and spiritual support.
- <u>Advocacy</u>- Teachers understand the impact of community involvement and servant leadership as it applies to the welfare of others in the educational setting.
- <u>Dedication</u>- Educators should be committed to the profession of teaching and learning. They should be professionally active, lifelong Teacher Candidates and seek opportunities for professional development.
- Professional Dispositions- <u>https://students.gcu.edu/Documents/15GCU0264-COEProDisposition-</u> <u>120115_v1.pdf</u>

Practicum/Field Experience Expectations

COE Expectations and Academic Standards

- The following clinical practice expectations for Teacher Candidates in the College of Education seeks to address the common issues and responsibilities of Teacher Candidates in a field experience and clinical practice setting. These expectations are designed to be reflective of the fundamental principles and values that are desired of a Teacher Candidate and his/her professional and personal conduct in the field experience and clinical setting.
- The conduct expectations clarify conduct unbecoming of a Teacher Candidate, and thus are subject to disciplinary action. By addressing these issues we seek to respond to and clarify our expectations for all of our Teacher Candidates who are representing themselves and Grand Canyon University.

COE Expectations and Academic Standards

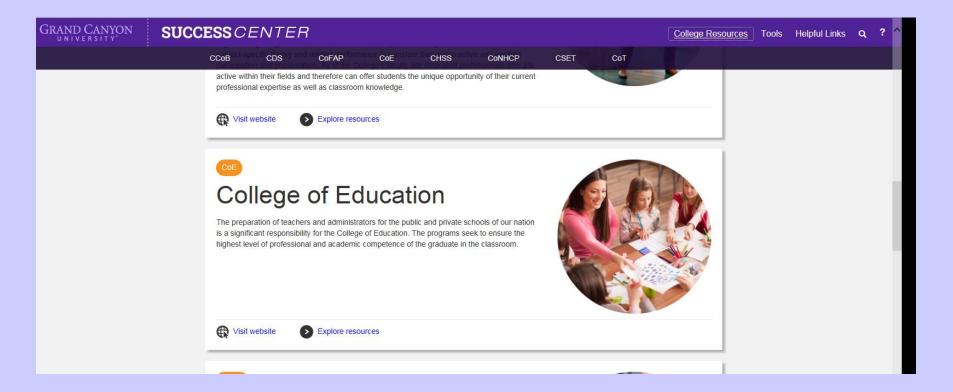
- Gives appropriate attention to college and site placement work.
- Attends class and all other school engagements as required by the college and site placement.
- Acknowledges and accepts the responsibility of honorable adherence to the university's and site placement's standards, rules, policies, and procedures.
- Supports and exhibits ethical behavior with course instructors, staff, school placement personnel, and the community.
- Recognizes and embraces the diversity and personal values of others.
- Exhibits self-direction and self-reliance as a college student and in the pursuit of individual and collaborative learning objectives and goals.
- Acknowledges and accepts personal responsibility and accountability for his or her actions, interactions, and communication in all forms with, course instructors, staff, school placement personnel, and the community.

COE Expectations and Academic Standards

- Upholds confidentiality and respect for personal or professional information communicated in the placement classroom.
- Adheres to college dispositional expectations, policies, and standards of academic honesty.
- Represents themselves solely in all matters related to clinical practice performance, evaluation, assessments, disciplinary action, etc.
- Dresses according to professional attire expectations which can be interpreted as:
 - Women: slacks (dress pants), skirts (mid-calf to about two inches above the knee), blouses, shells, cardigans, blazers, dresses.
 - Men: dress pants, button down shirts, polo shirts (with a collar), blazers.
- Dress not permitted: Anything that is see-through, short, tight, or shows too much skin, flip-flops, tennis shoes, jeans that are too loose fitting, ripped or faded. Teacher Candidates must also follow the dress code of teachers at the school site.

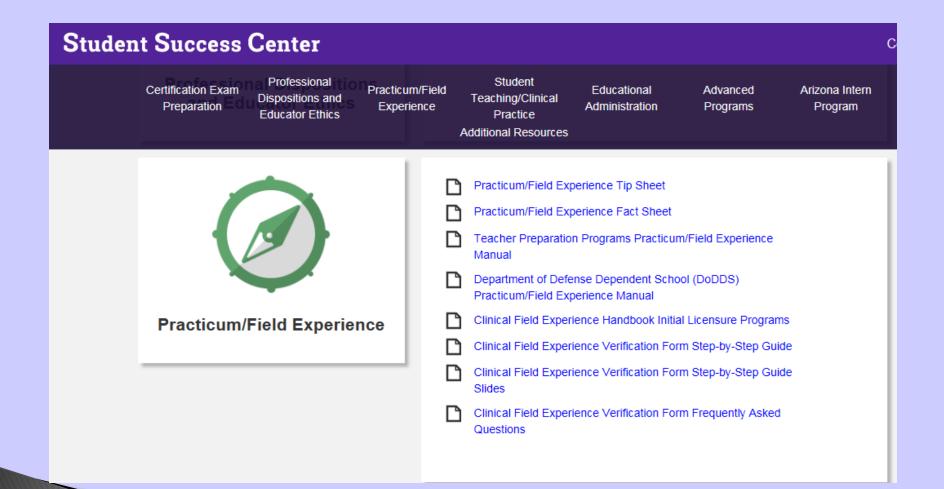
Practicum/Field Experience Resources

Student Success Center (SSC)



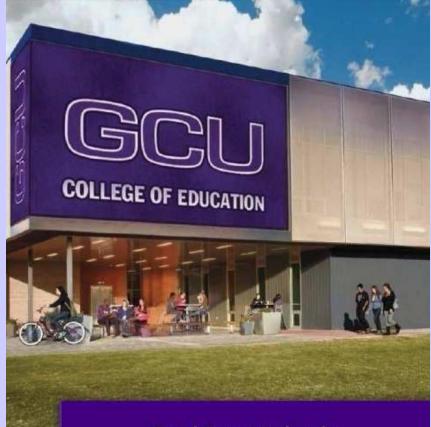
http://gcumedia.com/lms-resources/student-success-center/index.html

General Practicum Information



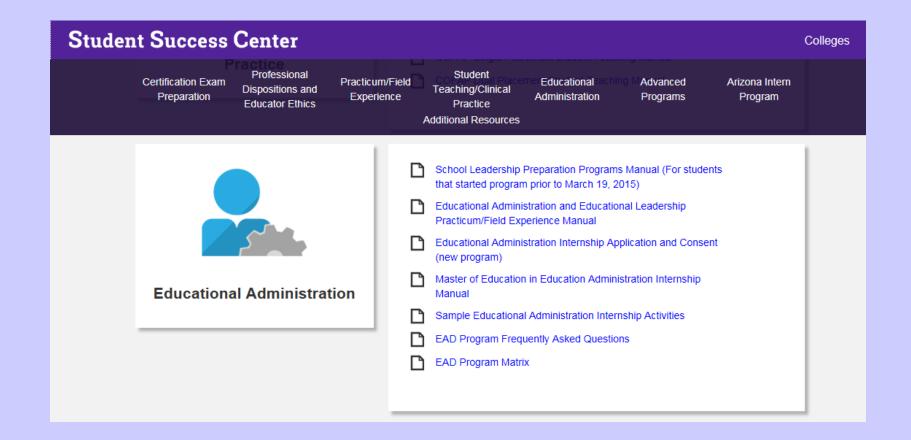
http://gcumedia.com/lms-resources/student-success-center/index.html

Practicum/Field Experience Fact Sheet



Grand Canyon University College of Education Practicum/Field Experience Fact Sheet

Education Administration/Leadership



Documenting **Practicum/Field** Experiences

Clinical Field Experience Verification Form Step-by-Step Guide



GCU College of Education Clinical Practice Department

Step 1: Access the Clinical Field Experience Verification Form:

Student Portal Myportal.gcu.edu

By selecting My Documents, Field Experience Doc

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My Finances My Financial Aid	LoudCloud classroom. Document Name Clinical Field Experience Verification Form - NRS-202		Next Signer classroomteacher1@yahoo.con	Due Date n 08/15/2016	
Ny Documents Document Tracking Sign Documents Upload Documents Document Management Field Experience Doc Quick Links	Please click the link(s) below to sign your Field Experi Document Name Clinical Field Experience Verification Form - NRS-202 Clinical Field Experience Verification Form - UNV-401	Document Status Due 08/1	Date 5/2016 5/2016		

Step 2: Complete all required fields on the Clinical Field Experience Verification Form:

Fields Include:

- Student Information
 - (*pre-*

- populated)
 - Last Name
 - First Name
 - Student Number
- Course Information (prepopulated)
 - Placement Course

Facility Information

- Facility Name
- Type of Facility
- Facility Setting
- Address (Street, City, State, Zip)

• School information

- School Classification
- Title One
- School District

- Mentor Information (*if applicable*)
 - Mentor Name
 - Mentor Email Address
 - Mentor Phone Number
 - Mentor Grade Level

Practicum Information

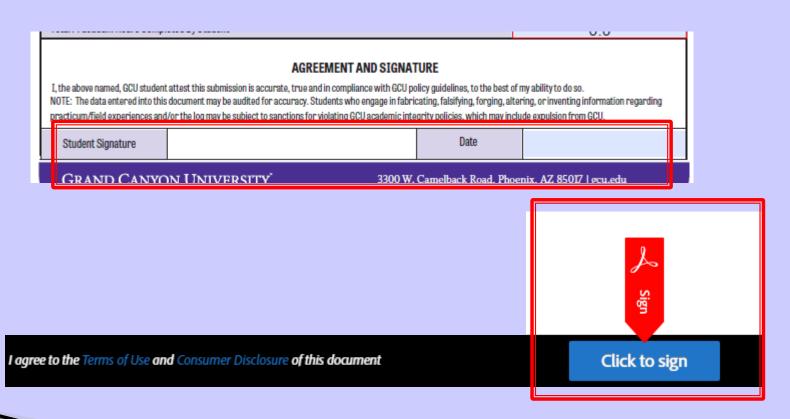
- Activities
- Date Practicum Activities Started
- Date Practicum Activities Ended
- Total Practicum Hours Completed by Student

Agreement & Signature

- Student E-Signature
- Date

*Note- The data entered into this document may be audited for accuracy. Candidates who engage in fabricating, falsifying, forging, altering, or inventing information regarding field experiences and/or the log may be subject to sanctions for violating GCU academic integrity policies, which may include expulsion from GCU.

Step 3: Complete the e-signature and "Click to sign" to submit the form:



The candidate will receive a confirmation once the form is successfully submitted.

Step 4: Communicate with the mentor and request verification of the experience by completing his/her portion of the Clinical Field Experience Verification Form:

- If the form requires a mentor signature, the mentor will receive an email notification to sign his/her portion of the Clinical Field Experience Verification Form.
- Once the mentor completes his/her part of the form, a confirmation email will be sent back to all signers with a copy of the signed Clinical Field Experience Verification Form (PDF) attached.



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GCU DocMgmt Has Sent You **Training -**Clinical Field Experience to Sign

GCU DocMgmt (Grand Canyon University) says: "Please fill out the attached Practicum Field Experience Document. Please make sure to enter the email address of the teacher or administrator that observed your Practicum in the form. Thank you."

Click here to review and sign Training - Clinical Field Experience.

After you sign Training - Clinical Field Experience, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorized party for signature, please do not forward this email. Instead, <u>click here</u> to delegate.

CONFIDENTIALITY: This e-mail (including any attachments) may contain confidential, proprietary and privileged information, and unauthorized disclosure or use is prohibited. If you received this e-mail in error, please notify the sender and delete this e-mail from your system.

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To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.

Step 5: Save the signed Clinical Field Experience Verification Form (PDF) and submit to LoudCloud:

- Save the signed PDF and keep a copy for your records.
- Submit the completed form by attaching it with your associated assignment in the LoudCloud course. Click here to see instructions on <u>Submitting Your Assignment to LoudCloud</u>

Please Note: Assignmen	nt will not be submitted to the fac	ulty member until the "Submit"	button under 'Final S	Submission" is clicke	ed.
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Multiple Mentors

- Candidates should use an additional form, for each mentor observed.
- Access the form by contacting your Course Instructor, the Field Experience Counselor, or Student Services Counselor.
- Paper versions of the document must include a "wet signature" by the mentor observed.

Frequently Asked Questions

Question	Answer
What is the Clinical Field Experience	The electronic form that candidates use to document and verify completed
Verification Form?	practicum/field experiences.
What courses require the Clinical Field Experience Verification Form?	All College of Education courses that require practicum/field experience hours.
Where does the candidate access the Clinical Field Experience Verification Form?	The GCU student portal.
What information is required by the candidate?	The candidate should enter all required fields related to the completed practicum/field experience, including the email address for the mentor who supervised the candidate's completion of the, practicum/field experience, hours, and requirements as well as school/district information.
Who should verify the experience and sign the Clinical Field Experience Verification Form?	The mentor who supervised the candidate's completion of the practicum/field experience hours and requirements.
Who should verify the experience if the candidate completes the experience in his/her own classroom?	The candidate should request verification and an e-signature from his/her school administrator.
What if the candidate does not receive the electronic form via their GCU student portal?	If the candidate cannot access the form through his/her portal, he/she should check their pop up blocker settings. If candidates continue to experience difficulty he/she should contact his/her Field Experience Counselor or GCU Technical Support.
What if the mentor discloses they did not receive the electronic form?	The candidate should refer to his/her GCU student portal to check the status of the form. If the form is out for signature, the candidate should verify the contact information for the mentor and contact his/her Field Experience Counselor or GCU Technical Support.

Frequently Asked Questions

What if the candidate is required to observe or interact with multiple mentors?	The candidate should contact his/her Field Experience Counselor for additional paper versions of the form. A form should be submitted for each mentor they observe. These paper versions must be verified and signed with a wet signature.
What are the steps to submit the Clinical Field Experience Verification Form to LoudCloud?	Once the Clinical Field Experience Verification Form has been verified and signed, the candidate will be emailed a copy after the form is e-signed by the mentor. The candidate should save a copy and submit as an attachment in LoudCloud by the end of the course. <u>Submitting Your Assignment to LoudCloud</u>
What if the candidate does not submit the Clinical Field Experience Verification Form by the due date?	Missing or incomplete Clinical Field Experience Verification Forms will follow the policy guidelines listed in the practicum/field experience handbook.
What if the Clinical Field Experience Verification Form is submitted incomplete?	Missing or incomplete Clinical Field Experience Verification Forms will follow the policy guidelines listed in the practicum/field experience handbook.
What if the candidate enters information incorrectly?	The candidate should contact his/her Field Experience Counselor.
Can the Clinical Field Experience Verification Form be accessed after the last day of the course?	Candidates will not have access to the electronic form once their course has ended. Candidates will be required to submit a paper version of the document including a wet signature from the mentor.
How does the candidate complete the Clinical Field Experience Verification Form if they are retaking a course?	The Clinical Field Experience Verification Form will repopulate in his/her GCU student portal.
Once signed, what if the candidate accidently deletes the email with the third party signature?	The candidate may be able to access the signed form by: Reaching out to the classroom teacher/mentor and requesting a copy Or
	Requesting a copy by emailing COEdocmanagement@gcu.edu

Completing **Practicum/Field** Experiences

Teacher Candidate Support Team

Field Experience Counselor (FEC): FECs support candidates with anything relating to programmatic requirements. These can include fingerprint clearance, exams, certification questions, practicum/field experience and clinical practice related issues, Document Management System (DMS), etc.

Student Service Counselor (SSC): The SSC supports the candidate with any academic issues relating to registration, finances, coursework, Document Management System (DMS), grade appeals, etc.

Course Instructors: Course instructors are the content experts in that course. They support questions relating to field experiences and practicum requirements and can offer guidance on how best to meet the practicum setting requirements.

Completion of Practicum/Field Experience Hours

Grading

- In order to earn a final grade for the practicum/field experience and its related assignments, Teacher Candidates must complete all projects, forms, evaluations, and documents needed to fulfill course requirements accurately, professionally, and in a timely manner.
- Additionally, any and all benchmark/signature assignments (including the work products, logs, forms, etc.) must be submitted for evaluation to the online classroom.
- The Course Instructor will use the grading scale and rubrics identified in the syllabus to determine the final grade.

Practicum/Field Experience Placement Policy and Procedures

1. Teacher Candidates must review the Practicum/Field Experience handbook as well as additional support materials related to completing practicum/field experience requirements and dispositional expectations.

2. With assistance from the Course Instructors and Field Experience Counselor (FEC), Teacher Candidates must research and select appropriate settings to complete practicum/field experiences as required by the course curriculum.

3. Teacher Candidates are responsible for corresponding with schools and districts directly to secure selected practicum placements. If the school or district requires university correspondence, the FEC may assist in requesting placement, although placements are not guaranteed.

4. If Teacher Candidates are unable to secure appropriate placements, he/she should reference *Documentation of Completed Practicum/Field performes* as stated in the handbook.

Documentation of Completed Practicum/Field Experiences

- It is paramount that timely, accurate documentation of activities using required forms and documents is kept. Once a site has been selected, Teacher Candidates are required to log the practicum/field experience hours on the Clinical Field Experience Verification Form and submit to his/her Course Instructor, along with other benchmark/signature assignment documentation as outlined in each course syllabus.
- Incomplete hours may result in up to a twenty percent deduction for a related assignment.
 - 0-99% completed = 20% module deduction
 - Teacher Candidates must complete all required practicum/field experience hours within the course timeframe. All required practicum/field experience hours not completed within the course timeframe are subject to the assignment deduction AND must be made up prior to the end of the following course.
 - Practicum/field experience hours are mutually exclusive. Teacher Candidates must complete all required hours per each course no double-dipping.
 - Failure to complete all practicum/field experience hours required within the program of study may result in ineligibility into the Clinical Practice portion of the program.
- The data entered into the Clinical Field Experience Verification Form may be audited for accuracy by a College of Education Representative. Falsifying information is a form of Academic Dishonesty and is in direct violation of GCU's Code of Conduct Policy.

Practicum/Field Experience Placement

Securing a Practicum Placement

- Fingerprint Clearance Cards/Background Clearance
- Secure fingerprint clearance early in the program as Teacher Candidates will need this to complete all field experiences.

Researching Districts

• Research a variety of districts online to make a well informed practicum selection.

Diverse Settings

• Select a diverse set of experiences for a complete perspective when considering future employment.

Meeting Practicum Setting Requirements

• Ensure the placement meets the parameters outlined in the practicum requirement for a particular course by reviewing the syllabus as well as the Practicum/Field Experience Fact Sheet.

Purposeful Introductions

• Be professional when initiating contact with a potential placement. Develop a professional reputation.

Professional Presentation

• Act with integrity and professionalism during all interactions with field personnel.

Summer Practicum Placements

See the practicum handbook for potential ideas and work with the Course Instructor for information on how to meet the practicum requirements during summer months.

Practicum/Field Experience FAQs

Practicum/Field Experience Frequently Asked Questions

Q: Why does the candidate need to complete practicum hours?

A: Practicum/field experiences are field-based learning opportunities that focus on observation, application, and reflection. Practicum/field experiences require the College of Education Teacher Candidate to spend a prescribed amount of time in a reallife classroom setting in order to demonstrate competency with predetermined activities that are aligned to professional standards in the field of education.

Q: Can the practicum hours be waived for the candidate who is a classroom teacher?

A: No. Continuous learning by today's classroom teachers is necessary for the survival and improvement of the American educational system. Teachers improve their instructional practices when observing/working with other teachers; it provides insight into their own practices as well as introducing them to new ideas and techniques. Grand Canyon University recognizes that it is a challenge for the classroom teacher to find time to do this, but believes it is a necessity as it affords the classroom teacher the opportunity to observe and participate in diverse education settings and to apply the theories and concepts learned in their program coursework.

Q: What if a school district tells the Teacher Candidate that they need a letter to complete their practicum/field experience hours?

A: The Field Experience Counselor (FEC) can provide a letter that confirms that the Teacher Candidate attends Grand Canyon University and states his/her degree program, the class in which the Teacher Candidate is completing practicum hours, and the number of hours required for the practicum. However, in order for this to be completed this in a timely manner, the candidate must provide the following information and email it to his/her Field Experience Counselor (FEC).

- Candidate's full name
- Course prefix, number, and full course title
 - er of practicum hours to be completed
 - Name of the school district and the contact person's name
- E-mail address or fax numbers where the letter is to be sent

Practicum/Field Experience Frequently Asked Questions

Q: What is a benchmark assignment?

A: All Grand Canyon University College of Education teacher preparation programs are based on professional standards for educators (such as, the Arizona Professional Teacher Standards/APTS and the Interstate New Teacher Assessment and Support Consortium/INTASC). In order to determine whether or not the graduates of our programs possess essential knowledge, skills, and dispositions related to high quality and highly effective teachers, benchmark assignments have been developed for each course.

Q: Can the Field Experience Counselors make any practicum/field experience site accommodations or adjustments to the benchmark assignment?

A: No. It is the Teacher Candidate's responsibility to communicate any challenges he/she is experiencing with the practicum/field experience to the Course Instructor; accommodations and/or exceptions are left up to the Course Instructor's discretion.

Q: Are there any specific requirements a Teacher Candidate should consider when selecting a practicum/field placement site?

A: Yes. It is important for the Teacher Candidate to consider the course practicum/field placement setting requirements identified in the Benchmark assignment resource provided in his/her course when selecting the site.

Q: What is a Title One School?

nilies and so are eligible to receive free and reduced lunch.