

Nazareth College

JOB-EMBEDDED GRADUATE PRACTICUM

Requirements and Guidelines Packet

If you are a teacher candidate currently employed at a school building/agency as a classroom teacher and your job responsibilities meet the New York State certification requirements, you ***may*** be eligible to complete your Graduate Practicum placement at your place of employment.

Please note that your ability to complete your practicum in this setting may be limited based on program and certification requirements.

ELIGIBILITY

The teacher candidate must...

- ❖ Be enrolled in a program leading to an ***additional*** teacher certification and have completed most required coursework.
- ❖ Be a graduate student with current New York State teaching certification(s).
- ❖ Have a **3.3 GPA or higher**.
- ❖ Have "**Meet All Expectations**" for professionalism as determined by Nazareth faculty and relevant school-based personnel.
- ❖ Have submitted a ***Graduate Practicum Application*** and the accompanying ***resume*** in the preferred school of education format.

PLACEMENT REQUIREMENTS

For a job-embedded placement to be approved, the teacher candidate and the placement must meet the following requirements.

- ❖ The teacher candidate must be ***currently employed in the area of certification being sought***, including the appropriate developmental level(s) and/or educational setting(s).
- ❖ The teacher candidate must have sustained contact with students in a classroom within an employment context. Sustained contact should be defined as a one-half-semester placement following the contractual hours of a full-time teacher.
- ❖ The school district/agency signs-off indicating approval for job-embedded placement(s) to be done on-site.
- ❖ The school district/agency must assign a designated school-based teachers educator (SBTE) who meets the New York State Requirements for an SBTE.

SCHOOL-BASED TEACHER EDUCATOR REQUIREMENTS

All School-Based Teacher Educators must meet the following New York State Certification Requirements:

- ❖ SBTE is certified in the area of certification being sought by the teacher candidate or in a related area.
- ❖ SBTE must have a minimum of 3 years of full-time teaching experience or the equivalent in an educational setting, the subject area of certification being sought by the teacher educator, or a related area.
- ❖ SBTE must be designated by the school or district as a school-based teacher educator or be rated as effective or highly effective on their most recent annual professional performance review or hold a national board certification.
- ❖ SBTE must have consistent availability to complete classroom observations, conference with the teacher candidate and/or college-based teacher educator (CBTE), and complete the *Midway Graduate Practicum Evaluation Rubric* and the *Final Graduate Practicum Evaluation Rubric*.

APPLICATION REQUIREMENTS

1. Meet with your School of Education Program Director to determine if you are eligible to complete a job-embedded practicum placement.
2. Complete the **Job-Embedded Practicum Proposal Form**.
 - ❖ Have your administrator at your place of employment identify a colleague who meets New York State requirements to serve as your SBTE and sign the *Job-Embedded Practicum Proposal* indicating their approval of the placement.
 - ❖ Have your SBTE sign your *Job-Embedded Practicum Proposal* indicating their approval of the placement.
 - ❖ Provide a detailed description of how your classroom setting and responsibilities meet the certification requirements needed in your program of study. Please be sure to include:
 - The grade level(s) and content area(s) taught
 - A copy of your daily schedule
 - A detailed description of the student population (i.e., number of general education students, IEPs, 504s, ELLs, gifted and talented students)
3. Submit your *Job-Embedded Practicum Proposal* to the Office of Clinical Experiences and Partnerships ***no later than one month before starting your placement*** to ensure the placement meets all program and state requirements and can be approved.
 - ❖ The Office of Clinical Experiences and Partnerships, in partnership with your Nazareth School of Education Program Director, will review your proposal.
 - ❖ You will be notified by email of the approval or denial of your *Job-Embedded Practicum Proposal*.

- ❖ Please note that the approval or denial of your job-embedded practicum placement will be based on your program's requirements and the New York State Department of Education.

PROFESSIONAL EXPECTATIONS

1. Turn in all paperwork on time.
2. Please be aware that acceptance of your Graduate Practicum assignment indicates an understanding that teacher candidates will abide by the regulations, procedures, philosophies, and expectations of the district/agency and by all guidelines in ***The Guide to Practicum***. (available online at <https://www2.naz.edu/school-education/office-clinical-experiences-partnerships/>).
3. Complete any additional program-specific requirements. Please see your college-based teacher educator (supervisor) or Program Director for more details.
4. Notify your Program Director, and the Office of Clinical Experiences and Partnerships, in writing via email of any change in your proposal, including
 - ❖ any changes to developmental levels, SBTE, classroom setting, etc.
 - ❖ a request to postpone or cancel student teaching.
 - ❖ a request cancel your job-embedded placement and request to complete your placement in the traditional method, thus needing a new placement to be made for you by the Office of Clinical Experiences and Partnerships.