

# Nazareth College

## GRADUATE PRACTICUM Information Packet

The following packet contains information for all students who plan to complete Graduate Practicum. In addition to reviewing this document, you are responsible for completing the *Graduate Practicum Application* and providing a resume. By completing the *Graduate Practicum Application Form*, you agree that you have read and understand the information as outlined in this document.

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### APPLICATION PROCESS

1. **Read everything in this document.**
2. Obtain the *Graduate Practicum Application* Form from the Office of Clinical Experiences and Partnerships on-line at:  
<https://www2.naz.edu/school-education/office-clinical-experiences-partnerships/>
3. Return the *Graduate Practicum Application Form* and a copy of *your resume, in the preferred Nazareth College School of Education format*, to the Office of Clinical Experiences and Partnerships via email at [fieldexp@naz.edu](mailto:fieldexp@naz.edu) by the following dates:
  - ❖ November 1<sup>st</sup> if you are planning to complete graduate practicum in the Fall, Summer A and Summer B
  - ❖ March 1<sup>st</sup> if you are planning to complete graduate practicum in the Spring
4. You will be notified via email by the Office of Clinical Experiences and Partnerships of your placements and will be updated as placement status changes. Notification usually occurs by:
  - ❖ August 1<sup>st</sup> for Fall semester placements
  - ❖ December 15<sup>th</sup> for Spring semester placements
  - ❖ May 1<sup>st</sup> for Summer Session A placements
  - ❖ June 15<sup>th</sup> for Summer Session II placements
5. Notify the Office of Clinical Experiences and Partnerships in writing via email of any personal changes (change of address, desire to postpone student teaching, etc.)

## RESUME INFORMATION

Your resume is your “calling card” to prospective school-based teacher educators and future employers!

We send your resume to several school districts in request of student teaching. You want your resume to be current, professional and presented in a format matching today’s standards. Your resume is your first impression in a school district! Prepare your resume as if you were preparing it for a job application. You never know if you will be applying to one of the districts that the Office of Clinical Experiences and Partnership sends your resume to!

1. Your resume should include the following things:
  - ❖ Name
  - ❖ Contact Information
  - ❖ Certification (*note your current certifications and pending certification*)
  - ❖ Education (*note your current degrees and pending degrees*)
  - ❖ Student Teaching
  - ❖ Graduate Field Experience
  - ❖ Additional Categories
2. Follow the preferred School of Education resume format when creating your resume. You can the [Office of Clinical Experiences and Partnerships website](#) for more information:
3. The Office of Clinical Experiences and Partnerships website provides the following things:
  - ❖ Templates to build your resume
  - ❖ *The Preferred School Of Education Format Requirements* document
  - ❖ *How Teachers Should Write Up Experiences for Resumes* document
  - ❖ *An Action Verb List To Help Tell Your Story*
  - ❖ Sample Resume Descriptions
4. For a more personalized experience, make a career coaching appointment with [Center for Life’s Work](#). They provide:
  - a. Resume writing seminars.
  - b. Individual critiques by appointment.
  - c. Career preparation (including interview preparation, support with cover letter, etc.)
5. Be sure to keep your resume to one page. (*if at all possible*)

**If your resume does not follow the preferred School of Education format or is not considered acceptable to the Office of Clinical Experiences and Partnerships (such as it contains grammar or spelling errors), it will be returned to you and your graduate practicum application will be considered incomplete until your resume is revised and re-submitted.**

## PROFESSIONAL SEMESTER POLICIES

The following are policies that pertain to all students who participate in the Professional Semester. Please read them carefully. If you have specific professional concerns, other than those addressed below, please contact your Program Director.

1. Graduate practicum placements are determined by New York State certification requirements and may require specific developmental levels, student populations and educational settings.
2. Graduate practicum arrangements are coordinated through the Nazareth College Office of Clinical Experiences and Partnerships in conjunction with your School of Education Program Director.
  - ❖ The process of making placements follows a procedure through the appropriate channels that the schools districts, private schools and agencies have established with the college.
  - ❖ Students **are not permitted to make placement arrangements** on their own.
3. The purpose of a graduate practicum placement is to provide an educational opportunity in which teacher candidates are able to develop and/or expand teaching expertise. In order to minimize any potential conflicts of interest, it is strongly recommended that teacher candidates are **NOT** placed:
  - ❖ In schools in which family members are employed or attend.
  - ❖ With their former K-12 teachers.
  - ❖ With persons with whom they have a personal relationship.
4. Teacher candidates are responsible for completing the following tasks:
  - ❖ Rearranging your schedule. It is **strongly** recommended that outside work commitments be severely limited, if not discontinued.
  - ❖ Making arrangements for room and board.
  - ❖ Obtaining transportation. You may be required to travel up to an hour from Nazareth College to your placement.
5. As for all candidates for teacher certification, continuation in the program depends upon
  - ❖ Successful and timely completion of all courses and paperwork.
  - ❖ Satisfactory performance (academic, interpersonal, professional).
  - ❖ An overall GPA of 3.0 or higher.
  - ❖ A positive recommendation of the education advisors for the graduate practicum placement.

6. Social Media: As you apply for graduate practicum, it is wise to look at your on-line profile.
  - ❖ Determine if it is professional in nature.
  - ❖ Remove content that should not be accessed by students, faculty and administrators in the schools.
  - ❖ Change privacy settings so that your page can only be viewed by those approved to view it.
  - ❖ Think carefully before you post comments, pictures, etc., as boundaries between personal and professional space can come into question.
  - ❖ Make good decisions for your professional well-being.
  
7. Students who have a unique need should notify their School of Education Program Director.
  - ❖ If you have a documented disability, and have signed a confidential release of information form, or other identifiable need, please discuss your situation in confidence with your School of Education Program Director.
  
8. Teacher candidates must have an up-to-date Blood Borne Pathogen Training:
  - ❖ Blood Borne Pathogen Training is valid for one year.
  - ❖ The training expiration date must be after the final day of your placement.  
*(This date is exactly one year from the training completion date.)*
  - ❖ If your Blood Borne Pathogen Training will be out-of-date by the final day of your placement, please complete the Blood Borne Pathogen Training Self-Enrollable Moodle Course **prior to beginning the placement**.
  
9. It is the student's responsibility to read and understand information regarding the New York State Teacher Certification Examinations.
  
10. A teacher candidate who is currently employed in the area of certification being sought, may be able to complete the graduate practicum placement in their classroom. The following steps must be taken in order to be eligible for a job-embedded graduate practicum experience.
  - ❖ Submit the ***Graduate Practicum Application***, with a note about your intention to complete a job-embedded placement(s), and your **resume**.
  - ❖ Read the ***Job-Embedded Graduate Practicum Requirements and Guidelines*** document.
  - ❖ Meet with your School of Education Program Director to discuss the possibility of completing a job-embedded placement.
  - ❖ Complete the ***Job-Embedded Graduate Practicum Proposal***.

***If the position does not satisfy all of the developmental levels and/or certification components required by the program and New York State regulations your placement may be denied.***

## NEW YORK STATE TEACHER CERTIFICATION REQUIREMENTS

In order to be eligible for an additional teacher certification in New York State, teacher candidates must achieve a satisfactory level of performance on the applicable Content Specialty Test(s) (CST).

For more information on the New York State Teaching Certification Requirements, please visit the following websites.

- ❖ [go.naz.edu/cert](http://go.naz.edu/cert)
- ❖ [www.highered.nysed.gov/tcert/teach/](http://www.highered.nysed.gov/tcert/teach/)

## OUT OF STATE TEACHING

If you are planning on teaching in a different state, please keep the following things in mind:

- ❖ State requirements differ.
- ❖ New York has agreements with some other states to accept a New York teaching certificate for the first year of teaching, while you take steps to meet that state's certification requirements.
- ❖ It is wise to maintain your New York State certification.
- ❖ Look up the specific state's education department for certification details.

## PROFESSIONAL EXPECTATIONS

Students are placed in schools as invited guests of the school and district or agency. As a guest, you are requested to function within the guidelines of each district. Each school district/agency maintains individual regulations, procedures, instructional practices, professional philosophies, and personal and professional expectations with regard to teachers and students.

Please be aware that acceptance of your graduate practicum assignment indicates an understanding:

- ❖ of the guest/host relationship.
- ❖ that students are expected to abide by the regulations, procedures, philosophies and expectations of the district/agency.
- ❖ that students are expected to abide by Nazareth College's professional expectations.

### Some important points to remember are:

1. Nazareth College follows specific processes for obtaining practicum placements as determined in conjunction with school districts. **Students are NOT permitted to investigate the option of making placements on their own.**
2. Contact your School Based Teacher Educator (SBTE) as soon as you receive your placement letter to introduce yourself. **Provide your SBTE with your resume.**
3. Notify your Program Director, the Office of Clinical Experiences and Partnerships, and the Registrar's Office in writing via email of any change in your application such as phone number, address, etc.
4. Notify your Program Director, the Office of Clinical Experiences and Partnerships, and the Registrar's Office in writing via email if you intend to postpone or cancel practicum.
5. During the course of the professional semester, you are required to do all that is necessary to fulfill professional responsibilities as a student teacher. Therefore, **it is strongly recommended that outside work commitments be severely limited, if not discontinued.**
6. Remember to show respect for all administrators, teachers, staff and students by:
  - ❖ Adhering to an appropriate business casual dress code.
  - ❖ Communicating appropriately in both written and verbal forms.
  - ❖ Making yourself aware of a district, school and classroom policies and procedures.
  - ❖ Valuing each classroom student's right to safety, confidentiality and privacy.