

NAZARETH COLLEGE
Job-Embedded <i>Graduate Practicum</i> Proposal

If you are a teacher candidate with a New York State teaching certification and are currently employed in the area of certification that is being sought at Nazareth College, you may be eligible to complete a Job-Embedded Graduate Practicum Placement. Review the ***Job-Embedded Graduate Practicum Guidelines*** in order to determine your eligibility. To qualify for a Job-Embedded Practicum Placement you must meet the following requirements.

- ❖ Must possess a current New York State teaching certification.
- ❖ Must be employed in a position where the job responsibilities must meet the New York State certification requirements for the certification area being sought.
- ❖ Must have a minimum of a 3.3 GPA

The Office of Clinical Experiences and Partnerships (OCEAP) must have the documents listed below in order to review your Graduate Practicum Proposal. Your application cannot be reviewed without **ALL** of the documentation listed below.

- ❖ ***The Graduate Practicum Application*** (do not resubmitted your Graduate Practicum Application if the OCEAP has previously received it)
- ❖ ***Your Resume*** (do not resubmit your resume if the OCEAP has previously received and approved it)
- ❖ **Job-Embedded Graduate Student Teaching Proposal including**
 - A detailed paragraph to describe your classroom duties and responsibilities
 - A copy of your classroom schedule

Please submit the documents listed above to fieldexp@naz.edu.

Application Due Date

As Soon As Possible but no later **1 month before** the placement begins!

Graduate Practicum Term and Year			
Summer A _____	Summer B _____	Fall _____	Spring _____
Certification Level			
Additional			
Program			
<i>(please check one)</i>			
Inclusive Early Childhood	Inclusive Childhood	Inclusive Adolescence	TESOL
Job-Embedded Placement Type			
<i>(Please check which placement you plan on completing in a job-embedded placement)</i>			
General Education Placement	Special Education Placement	TESOL	

ID#: _____

GPA _____

Name: _____
Last First Middle Maiden

Nazareth Email Address: _____

Telephone Number: _____

Current Teaching Certification(s) _____

School/Agency Information

1. School/Agency Where Employed: _____
2. School/Agency Address: _____
3. School/Agency Administrator's Name : _____
4. School/Agency Administrator Email: _____
5. School Based Teacher Educator (SBTE) Name _____
6. School Based Teacher Educator (SBTE) Email: _____

Placement Information

1. Grade Level (s): _____

2. Content Area(s) _____

3. Student Make Up:

Total # Students _____	# of Students w/ IEPs _____	# of Students w/ 504s _____
# ELLs _____	# of Gifted and Talented Students _____	

4. Provide a copy of your daily schedule along with this application.

5. Please provide a **detailed paragraph** to describe your classroom duties and responsibilities including how the placement provides sustained contact and opportunities to work with students and how the placement meets your certification requirements.

JOB EMBEDDED GUIDELINES AGREEMENT

I UNDERSTAND THE FOLLOWING:

- ✓ **Approval:** I understand the process by which job-embedded placements are approved and that based on my program and/or certification area *my position might not satisfy any or all of the developmental levels/certification components required by Graduate Practicum. Therefore, my job-embedded placement may be denied depending on job context.*
- ✓ **SBTE Requirements:** I understand that my supervisor must appoint a school-based teacher educator who meets all New York State Certification requirements to serve as my mentor teacher. These requirements include having 3 years teaching experiences, being certified in the same area that is being sought and have consistent availability to complete classroom observations, to conference with the teacher candidate and/or college-based teacher educator (CBTE).
- ✓ **Changes in Job Embedded Employment/Location:** I understand that it is my responsibility to update the Office of Clinical Experiences and Partnerships if my employment situation changes. Should there be a change, I am required to either email the Office of Clinical Experiences and Partnership to ask for a graduate practicum placement or resubmit my Job-Embedded Graduate Practicum Proposal with my updated information to get approval from my program director.
- ✓ **Grade Point Average:** I understand I must be in good standing with a minimum overall cumulative grade point average of *3.3 to begin a job-embedded practicum placement.* In addition, if I have received a third “C” grade (C or C+) and therefore must retake a course because of this, the course must be retaken prior to beginning a student teaching/advanced practicum placement.

By completing and submitting this *Graduate Practicum Job-Embedded Application Form*, I agree that I have read and understand the information in both the *Graduate Practicum Information Packet* and the *Job-Embedded Graduated Practicum Information Packet* (both are separate documents). It is my responsibility to adhere to policies, procedures and expectations in these documents and as specified by Nazareth College. I have asked for clarification as needed, and fully understand the Job-Embedded Graduate Practicum process and my responsibilities in this process.

Teacher Candidate Signature

Date

School/Agency Administrative Approval

Your signature below confirms the approval of this job-embedded placement. The teacher candidate is required to complete all requirements as stated in their Graduate Practicum Information Packet.

School/Agency Administrator's Signature

Date

For Nazareth School of Education Use Only

Job-Embedded Placement is Approved

Job-Embedded Placement is Denied

Program Director's Name

Program Director's signature

Date

Program Director, Office of Clinical Experiences
and Partnerships' Name

Nazareth Program Director's signature

Date