

An Overview of Practicum Requirements – Recorded webinar transcript

Agenda

On the agenda for today's training:

- 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

Purpose

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

Conceptual Framework

In the College of Education, everything we do stems from our conceptual framework, which is founded on three primary principles. Learning, Leading, and Serving. The learning principle refers to the learning that takes in the programs as well as preparing candidates to ensure effective learning takes place in p-12 classrooms. The Leading principle refers to ensuring candidates are prepared to lead by example and engage the global community to influence the changing field of education. The Serving principle stems from our rich Christian heritage. At Grand Canyon University we feel that education is a service oriented profession and that we are truly called to serve the broader education community.

Professional Dispositions

All College of Education candidates are held to our standards for Professional Dispositions. These Professional Dispositions standards can be found in the University Policy Handbook, the practicum/field experience handbooks that align with your program and the College of Education website.

Professional Disposition Expectations

Here is the list of COE Professional Dispositions. Please take time to review these standards for professionalism as you will be evaluated on these standards in each of your practicum and field experiences website.

Professional Disposition Expectations

Here is the link to a more detailed description of the COE Professional Dispositions and what each of these standards look like in the classroom and in the field. Again you can access this document through the College of Education website. You will see here a more thorough description of each of the professional dispositions and what they will look like in the field.

Practicum/Field Experience Expectations

In addition to the Professional Dispositions standards, all College of Education candidates are held to our Academic Standards and Conduct Expectations for observing and practicing in the clinical setting. These expectations can be found in the University Policy Handbook, the practicum/field experience handbooks that align with your program and the College of Education website.

COE Expectations and Academic Standards

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.

In addition, the conduct expectations clarify conduct unbecoming of a Teacher Candidate, and thus are subject to disciplinary action.

COE Expectations and Academic Standards

Again, we won't read through each of these. However, you are expected to understand and be familiar with the each of these conduct expectations and academic standards and will be held accountable for these standards while working in the field.

COE Expectations and Academic Standards

Practicum/Field Experience Resources

All resources for completing practicum/field experience requirements can be found on the Grand Canyon University Student Success Center in the Practicum/Field Experience section.

Here is the Student Success Center homepage. You pick Colleges – down to College of Education – Resources and you'll see here a variety of resources to help you through your program of study.

- The Practicum Field Experience Tip Sheet provides a step by step guideline for how to get started.
- The Practicum/Field Experience Fact Sheet includes all COE programs that include practicum, and provide a breakdown of each course, required # of hours, the required setting and a brief description of what you will be expected to do for each required experience. This document will help you to plan ahead to future courses to secure placements ahead of time.
- The Clinical Field Experience Handbook for Teacher Licensure Programs provides all the policies, procedures and guidelines for completing practicum/field experiences throughout your program.

Education Administration/Leadership

Candidates completing the Educational Administration or Educational Leadership programs will find practicum/field experience resources on the Student Success Center in the Educational Administration section.

Documenting Practicum/Field Experiences

There have been recent updates to the process for documenting and verifying practicum/field experience hours within a course. GCU has introduced a new Document Management System to track and collect mentor verification, using a new form called the Clinical Field Experience Verification Form.

Clinical Field Experience Verification Step-by Step Guide

Once a candidate has completed their required practicum/field experience hours, they are required to document their experience on the Clinical Field Experience Verification Form.

Step 1: Access the Clinical Field Experience Field Experience Verification Form.

There are two versions of this form. One that requires a mentor signature and one that does not. The form that correlates with your course will automatically populate in your student portal.

Candidates will access the Clinical Field Experience Verification Form in their student portal by following Myportal.gcu.edu

Candidates select *Field Experience Doc*

Under *My Documents* within the Student Portal and you will see the document to be completed.

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

- Once the form is accessed the candidate must complete all required fields on the Clinical Field Experience Verification Form
- If the mentor verification is required, candidates should enter the mentor information.
- **Mentor Information**

(if applicable)

- Mentor Name
- Mentor Email Address
- Mentor Phone Number
- Mentor Grade Level

Step 3: Complete the e-signature and “Click to Sign” to submit the form

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.

Candidates are required to submit the form to LoudCloud prior to the end of the course. Candidates should account for the time it will take to obtain a mentor signature (if applicable), download a copy, and submit to LoudCloud by the end of the course.

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

Additional information about this process can be found on the Student Success Center. For questions contact your Field Experience Counselor or GCU's Technical Support.

***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.

If you are in a course that requires multiple mentor observations contact your course instructor for an additional form.

Multiple Mentors

Candidates should use an additional form, for each mentor observed.

Access the form by contacting your Course Instructor, Field Experience Counselor, or Student Services Counselor.

Please note, paper versions of the document must include a "wet signature" by the mentor observed.

Frequently Asked Questions

There are Frequently Asked Questions regarding this process. This document regarding this process that can be found on the Student Success Center.

Again additional information about this process or fo questions please contact your Field Experience Counselor or GCU's Technical Support.

Completing Practicum/Field Experiences

Teacher Candidate Support Team

There are several roles that support the candidate throughout his/her program of study.

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

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 assessments/signature assignments (including the work products, logs, forms, etc.) required for e-Portfolio submission 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

Practicum/Field Experience Placement procedures that can be reviewed in the handbook:

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, reference *Documentation of Completed Practicum/Field Experiences* as stated in the handbook.

Documentation of Completed Practicum/Field Experiences

Policies regarding the documentation of completed practicum/field experiences can be found in the practicum/field experience handbook aligned to your program of study.

Practicum/Field Experience Placement

There are several guidelines we want to highlight as you begin planning your practicum/field experiences.

- **Securing a Practicum Placement**
 - Fingerprint Clearance Cards/ Background Clearance
 - Secure fingerprint clearance early in the program as 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/field experience 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 Frequently Asked Questions

(Questions/answers read directly from slides.)