

Millersville University

COLLEGE OF EDUCATION AND HUMAN SERVICES

Field Experience for Candidates who are Employed as Teacher of Record

Candidates who are employed by schools as the teacher of record may complete field experience requirements of their program in their own classroom according to the guidelines of this policy. Field experience may include early foundations level experiences, professional bloc field experience, clinical practicums, and student teaching. Candidates who complete field experience in their own classrooms still complete all regular coursework and field experience requirements that are part of their program.

Many of the courses for post-bac programs are offered by distance learning and at times that don't conflict with the school day. The Special Education, Gifted, and Early Childhood programs in particular have programs that can be completed without conflict with the school day. There is, however, no guarantee that all coursework for K-12 or 7-12 certification programs will be offered at times that do not conflict with the school day. Candidates should meet with their advisor to find the best schedule of classes and should work with their schools to assure that they can take the needed time off to complete required coursework.

Requirements for Candidates without Initial Licensure. Candidates must

1. Have an Emergency Teaching Permit or Intern certificate in the certification area being sought.
Be currently employed in a one year/full time teaching position as the teacher of record in the certification area being sought.
2. Meet all other program criteria including APS status.
3. Have completed Bachelor's degree.
4. Be employed in school that is within a 40 mile radius of Millersville University.
5. Provide available evidence of effectiveness under the Educator Effectiveness evaluation procedures used in their school.

Requirements for Candidates with Initial Licensure

- Candidates with Instructional I or II certification seeking additional certification in Special Education must provide evidence of opportunities to work with students with disabilities during their clinical practicum.
- Candidates with Instructional I or II certification completing a clinical practicum in the Gifted Endorsement or Certificate Programs or the M.Ed in Gifted Education must provide evidence of opportunities to work with gifted students.

Procedure for Application

1. Candidates who meet the requirements for their program should apply through the Field Services office as early as possible. Candidates may apply along with their application for admission to their post-baccalaureate program.

2. Candidates will need to provide evidence for the relevant criteria listed above with their application.
3. Upon receiving a complete application with appropriate evidence, Field Services will seek a statement from the candidate's school of their teaching effectiveness, their support of the candidate completion of field experiences in their classroom, and their agreement to provide the candidate a mentor.
4. Evidence of continued effectiveness and school support must be provided for each level of field experience (foundations level experiences, professional bloc, student teaching).

Mentoring and Supervision:

- School-based mentors must meet the requirements of mentors for regular field experiences. For example, in a student teaching placement the mentor must have three years' experience and have certification in the content area the candidate is seeking. Mentors must agree to provide regular observation and required school-based evaluation of candidates.
- A university supervisor will also be assigned to the candidate. For student teaching placements, the university supervisor will conduct at least the university required minimum number of classroom observations and evaluations required for regular student teaching supervision.