

The Practicum Experience

(Supplement to the Student Teaching Handbook)

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The Practicum Experience

Practicum students generally follow the policies and procedures as presented in the “Division Policies & Procedures” section for student teachers (pp. 28-34). The information that follows delineates additional or substituted policies and/or procedures. If you have questions, contact the Director of Field Experiences.

Qualifications & Application

Pre-service Teachers:

Students who are completing their program of study for a bachelor’s degree will typically complete the 6-week practicum experience in a semester following successful completion of student teaching. Students may seek to complete the practicum experience in the semester prior to student teaching by applying for special permission to the Director of Field Experiences.

Students must meet the appropriate requirements for the specific practicum. They should apply for the practicum placement if it will be scheduled during the semester immediately following student teaching when applying for student teaching (by December 1 of the year preceding student teaching).

When there is a delay between the student teaching semester and the practicum experience, students should follow the recommendations for application dates for licensed teachers seeking an endorsement that are described in the following section.

Licensed Teachers:

Licensed teachers seeking an endorsement should submit a “Practicum Application for Licensed Teachers” to the Division’s Licensing Advisor. The deadline for a fall semester placement is August 1. The deadline for a spring semester placement is December 1. Licensed teachers must meet the appropriate requirements for the specific practicum.

Registration

Practicum students will be registered for the following course:

Course	Title	Semester Hours
M470	Practicum	6

A special fee is charged for the practicum experience. The Board of Trustees establishes this fee. Students should consult the Schedule of Classes to determine the amount of the fee. The practicum teacher is personally responsible for transportation costs and arrangements to the practicum assignment.

Seminar

Practicum students are not required to attend the regular student teaching seminar. Appropriate seminar and/or university supervisory arrangements for practicum students will be established with each student. Endorsement practicum students will be notified of the dates and times of these seminars and/or university supervisor’s visits.

Placements as Practicum Teachers

All practicum placements are made in terms of providing the best experience possible and comply with the policies and procedures for student teaching placement (p. 29-30).

Employed Licensed Teachers: Supervised practicums in the licensed teacher’s current classroom can be arranged in appropriate circumstances.

Length of Assignment

Practicum teachers complete 6 weeks, full time (a minimum of 30 consecutive school days). Practicum students follow the calendar of the school corporation to which they are assigned. Practicum students, therefore, observe the vacation periods of the school rather than Indiana University East's vacation schedule. Regularly scheduled faculty workdays or in-service training are regarded as practicum teaching days.

Length of Day

Practicum teachers are expected to keep the same daily schedule as a regular full-time teacher, excluding extra-curricular responsibilities.

Assessment

Middle School Language Arts, Science, Math, or Social Studies:

The practicum teacher will be assessed in the same manner as the student teacher using the same evaluation form at the end of the practicum assignment.

There will not be a formal mid-point evaluation except in the following circumstances:

- a pre-service teacher undertakes a practicum experience prior to completion of student teaching or
- the cooperating teacher and/or university supervisor are concerned with the practicum teacher's progress.

Kindergarten:

A separate form for evaluation appropriate to the Early Childhood setting may be substituted for the final evaluation.

Computer/Technology:

A separate form for evaluation appropriate to this endorsement may be substituted for the final evaluation. The computer practicum student submits a project(s) outline at the beginning of the practicum experience and a project report at the conclusion of the practicum experience. Also, observation visits at various grade levels are required for this practicum.

Qualifications for Recommendation for Endorsement

The student should refer to the requirements described in the [Division of Education Advising Handbook](#) and their advisor regarding the specific requirements for the endorsement that they seek.