LESLEY UNIVERSITY GRADUATE SCHOOL OF EDUCATION
2013 - 2014

FIELD PLACEMENT INFORMATION

For On-Campus Students

Early Childhood (PreK-2), Elementary (1-6), Middle School (5-8), High School (8-12), Moderate Disabilities (PreK-8; 5-12), Severe Disabilities (all levels), Instructional Technology (all levels), Visual Art Education (PreK-8; 5-12)

Placements for the Early Field Experience and the practicum (see below) are made through the Field Placement Office. Students are placed in Massachusetts public schools, primarily in metropolitan Cambridge/Boston area communities. Student preferences for grade, classroom type and location will be considered whenever possible. All placements must be in the appropriate role and grade level for the license that the student is seeking. Students are expected to have experiences in both urban and suburban settings. Presently, we have two Professional Development School partnerships in Cambridge, as well as paid yearlong internship experiences in Cambridge, Newton and Boston. The clustering of students in these schools, whenever possible, creates opportunities for collegiality and support.

EARLY FIELD EXPERIENCE

Lesley requires all students to complete a 75-hour Early Field Experience (EFE) in a classroom before doing a practicum (generally one day a week). Once students are accepted into their programs, they should contact the Field Placement Office to request an EFE handbook and a school placement application. If students have had significant classroom teaching experience, they may contact the Assistant Director of Field Placement, Yvonne Zollman Mosca (617-349-8753 or ymosca@lesley.edu), for information on documenting their experience to fulfill this requirement.

PRACTICUM

In order to do a practicum, students must be officially accepted into a program and, if accepted conditionally, must have fulfilled all conditions. The practicum should be taken at the end of the program, *after the majority of courses have been completed.*

Practicum Prerequisites

Before planning a practicum, students must:

- complete the (75-hour) Early Field Experience requirement (or document previous experience)
- complete required pre-practicum courses (see your program of study information)

- meet all MTEL requirements for their license and submit copies of score reports to the Field Placement Office
- pass all courses taken and satisfactorily complete all grades of Incomplete
- have a GPA of 3.0 or greater

Procedures to Follow for Practicum Placement

1. Attend an informational meeting (held twice during the fall semester for all students planning to do a practicum the following spring, and twice during the spring semester for students planning to do a fall practicum). During this meeting, procedures for placement will be explained further.
2. Make an appointment with Associate Director of Field Placement, Jean Gumpert (617-349-8400 or jgumpert@lesley.edu), to discuss placement and obtain Permission to Register. If an appropriate match is available, a tentative placement will be made at this meeting. An application and appropriate paperwork must be filed before December 15 for a spring placement and by June 15 for a fall placement. **All students must have Permission to Register from the Field Placement Office in order to register** for the practicum and seminar, which is a six-credit course with an **additional field experience fee of $395, and an insurance fee of $35** (2013 - 2014 rates, subject to change in the future), to be paid at the time of registration.
3. Visit the recommended classroom and interview with the teacher to determine if it is an appropriate placement match. Students should bring a resume with them, to be given to the supervising practitioner.
4. After the school interview, students must contact the Field Placement Office to confirm the placement and discuss any issues related to the practicum.
5. **In some cases, students may be able to complete a practicum in a paid position.** The position must be in the role and at the grade level of the license the student is seeking. **Students in Special Education licensure programs must be in the role of a special educator, and students in general education licensure programs must be in a general education role, in a general education setting.** In order to do the practicum in a paid position, students must obtain prior approval from the Field Placement Office.
6. When a placement is confirmed, students will make sure that the Practicum/Internship Agreement and Supervising Practitioner Forms and any other appropriate forms are signed at the site and returned immediately to the Field Placement Office.
7. School systems require a CORI (Criminal Offender Record Information) check before a student can teach in the system. Students are responsible for arranging the background check with the school system before their **practicum begins.**

The practicum is full-time for a full semester. For certain licenses, the time must be divided between two different placements. This will be explained at information meetings and in individual appointments.

During the practicum period, all student teachers attend a weekly seminar at Lesley, held from 4:00-6:30 p.m. on Wednesday afternoons for Special Education and 4:00-6:30 p.m. on Thursday afternoons

for all other education programs. (See course listings for the date of the first seminar). At the first seminar, students will be assigned their program supervisor and seminar group.

For Programs for which only a half practicum is required, students may be able to meet requirements in summer Compass.

Summer Compass Practicum Option

The Summer Compass practicum option combines:

- **a 7-week half-practicum and seminar during the Summer semester in a Cambridge public school**
- **a 7-week half-practicum and seminar during the Fall semester at a Massachusetts public school and Lesley University**

Compass is a longstanding collaboration between Lesley University and the Cambridge Public Schools, offering an inclusive, diverse, academic program for Cambridge children in grades PreK-6. Current Lesley graduate students in the School of Education and education students in the Lesley Center for the Adult Learner (LCAL) Division in the following initial licensure programs should consider this program. As always, practicum pre-requisites apply.

- Early Childhood Education
- Elementary Education
- Moderate Disabilities (PreK-8 and 5-12)
- Technology in Education

The summer portion of the practicum typically runs from late June through mid August at a Cambridge public school. If you are interested in Summer Compass, please call Somaliyah Al-Mahdi at 617.349.8399, or 800.999.1959 x8399 to request information and an application, due in February. For more information and a link to the Summer Compass web site, visit www.lesley.edu/fieldwork/soe/summer_compass.html

For more detailed information, please visit the Field Placement and Professional Partnerships Division web site: www.lesley.edu/fieldwork/soe/soe_welcome.html