**Lesley University – Reading Specialist Practicum Checklist**

Important steps to fulfill as you approach your reading practicum semester:

* First, meet with your Assistant Director for Academic Advising (Merlyn Mayhew, mmayhew3@lesley.edu) and Reading Program Director one semester before you plan to complete your Reading Specialist practicum. (I.E. Meet in October to plan a spring practicum.)
* Second, schedule a meeting with your Assistant Director for Field Placement (Erin Fitzgerald, efitzge3@lesley.edu)
* Fill out practicum placement questionnaire.
* Make sure you have fulfilled the prerequisite practicum courses: EEDUC 5121, EEDUC 5122, EEDUC 5104, EEDUC 6101, EEDUC 6001, EECLD 6002, EEDUC 6136, EEDUC 6135, EECLD 6115, EEDUC 7102, EEDUC 7103\* (\*May be taken concurrently.)
* Verify your MEPID number has been entered into LOIS. This identifies you as a licensure candidate at Lesley, and is the *only* way we will communicate with the state when endorsing your transcript for licensure.
* Submit copies of the following to **Erin Fitzgerald**:
	+ Your valid initial license or ELAR screenshot
	+ Proof you have passed the Communication and Literacy MTELs
	+ Proof you have at least taken the Reading Specialist MTEL (You must take the MTEL to enter the practicum, and pass it to pass the practicum.)
	+ Out of state license holders: Submit proof that you have successfully passed all the MTELs required to transfer your license into Massachusetts.
* If you work in a setting with a Supervising Practitioner that has been approved by Lesley University, submit the following to **Erin Fitzgerald**:
	+ Your Supervising Practitioner’s valid license or ELAR screenshot
	+ Your Supervising Practitioner’s resume

Once all items are checked off, you will be given permission to register for the practicum by Erin. Please note, you will not be able to web-reg before then.