

**MED CLINICAL EXPERIENCE FORM**

**This form must be returned to the Department of Education Graduate Program Office by 4pm on the second Friday of the semester.  
Candidates must be employed by a school system in order to complete clinical experiences.**

Name (Last, First)

ID 774xxxxxx

MED Content Area  
Educational Leadership

MyCU Email

Phone Number

---

Employment County

Supervising Administrator/Mentor Name

Employment School

Supervising Administrator/Mentor Email

Placement School  
(if different from  
employment school)

Supervising Administrator/Mentor Title

County BOE Office (EDEL580 Only)

EDEL580 candidates must complete this course during the summer term at a BOE Office.

- 
- Candidates taking multiple courses that require a clinical experience must complete the minimum number of hours for each course. Hours for 1 course can not be used towards hours for another course (no "double dipping").
  - Candidates are responsible for reading and following all policies within the Guidelines for Early Clinical Experience outlined in the Department of Education Field Placement Handbook (available at [concord.edu/education](http://concord.edu/education)).
  - Candidates must purchase a LiveText Field Experience membership during their first education course in order to successfully complete any early clinical experience. All assessments, evaluations and time-logs completed by the mentor and/or candidate are completed via LiveText. LiveText memberships are to be purchased by the last day of February during the Spring semester, or by the last day of September during the Fall semester.
  - Once the Department of Education Office confirms the placement, an email will be sent from LiveText to the candidate's email address confirming placement information (school, grade/content and mentor teacher). Candidates should check their personal and Concord email accounts for the email from LiveText (this email may end up in spam/junk). Our department must manually create placements in LiveText, it's not an automated process. Meaning, just because a student purchased their LiveText account, doesn't mean that their placement will instantly appear when they login.
  - Once a placement is established in LiveText it is final and cannot be changed, with the exception of extenuating circumstances, which will require approval from the Coordinator of Clinical Experiences in order to be changed.
  - After receiving confirmation from LiveText that a placement has been confirmed, candidates are responsible for contacting their cooperating administrator/mentor to establish a visitation schedule within one week of the confirmation date.
  - Candidates are responsible for ensuring that all required evaluations/assessments are submitted by the mentor via LiveText, and that their Time-log has been approved by the mentor in LiveText for all courses that have a clinical experience requirement.
  - Candidates must report to the school's office prior to going to their assigned locations each time they visit the school, and complete the visitor sign-in/out log for every visit.
  - Candidates must contact the appropriate school personnel in advance to notify them of an absence. Failure to maintain a consistent attendance at placement, or failure to notify the appropriate personnel can result in cancelation of the field experience. Candidates must inform Mrs. White, in the Department of Education Graduate Programs Office, if there is an expectation of the mentor being absent for more than one week.
  - Candidates are subject to all policies, rules, and regulations of the county school system and placement school itself. A candidate's placement may be terminated by the principal or the University if their performance is unsatisfactory. This includes following all visitor rules, faculty rules/professional standards, and following the faculty/school dress code.
  - Candidates must take an active and professional role in their early clinical experiences. This includes experiences that are categorized as "observation only."

---

**I verify the information above is correct, and that I have read and understand the clinical experience requirements & expectations above.  
Violation of the above listed items will result in an Educator Disposition Assessment, and possible dismissal from the program.**

Digital Signature

Today's Date