MAT CLINCAL EXPERIENCE FORM

Name (Last, First) _____ 774 ID# _____ Phone # _____

MAT Content Area ☐ Art ☐ Biology ☐ Business ☐ Chemistry ☐ English ☐ General Science ☐ Math ☐ Music ☐ Social Studies ☐ Wellness

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Are you currently employed in a public school in your Content Area as a full-time teacher or long-term substitute?

☐ YES ☐ NO

If no, leave the information to the right blank & complete the section below to request a clincial placement. If yes, complete the information to the right. SPED501/509 require an inclusive classroom. If your classroom is not inclusive, you will need to complete your experience in a special education classroom at your employment location.

Employment County _____

Employment School _____

Content Area Currently Teaching _____

Grade Level(s) Currently Teaching _____

Supervising Administrator Name _____

Supervising Administrator Email _____

Current work email _____

Provide a county that you would like to request for placement.

CU's service area includes the following counties: Bland, Fayette, Giles, Greenbrier, McDowell, Mercer, Monroe, Raleigh, Summers, Tazewell, Wyoming

Placement requests outside of CU's service area requires approval from the Director of Clinical Experience & county BOE Office. Students would be responsible for any additional costs/fees in the requested county.

_____

List 2 public schools you would like to request for placement.

1. _____

State immediate family members in #1 requested school. Include name, grade level during semester, position and relation

_____

2. _____

State immediate family members in #2 requested school. Include name, grade level during semester, position and relation

_____

List any special requests/comments:

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- Candiates taking multiple courses that require a clincial experience must complete the minimum number of hours for each course. Hours for one 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" (available at concord.edu/education).
- Candidates are responsible for meeting any special requirements (i.e. background checks, drug tests, etc.) of the school and/or county where the experience will be completed prior beginning the clinical experience. Candidates will be required to provide the CU Department of Education Office with documentation upon completion of any special requirements.
- Candidates are required to complete yearly background checks through CastleBranch if they are not currently employed by a school system. The Admission, Retention and Dismissal (ARD) Committee will review unsatisfactory background check results with guidance and council from Concord's Service Area Superintendents, and the WV Department of Education Certification Office. Additional information and deadlines can be found in the Department of Education website
- 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 MyCU account for the email from LiveText.
- After receiving confirmation from Watermark that the clinical experience is active, candidates are responsible for contacting their mentor to establish a clinical schedule within one week of the confirmation date. Candidates must complete the Early Clinical Experience Contract within three weeks of clinical confirmation. Failure to do so will result in cancelation of the early clincial experience.
- Candidates are responsible for ensuring that all required evaluations/assessments are submitted by their mentor via Watermark, and that their time-log has been approved by their mentor in Watermark 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 clinical attendance, or failure to notify the appropriate personnel can result in cancelation of the clinical experience.
- 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.

I verify the information above is correct, and that I have read and understand the clincial 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 _____