

**MAT 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**

Name (Last, First)	ID 774xxxxxx
MyCU Email	Phone Number
MAT Content Area	Art    Biology    Business    Chemistry    English    General Science    Math    Music    Social Studies    Wellness

Are you currently employed in a public school <u>in your Content Area</u> as a full-time teacher or long-term substitute?	If no, leave the information to the right blank & complete the section below to request a clinical placement. If yes, complete the information to the right. SPED501 & SPED509 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	Supervising Administrator Name
YES    NO		Employment School	Supervising Administrator Email
		Content Area	MAT student's work email
		Currently Teaching	
		Grade Level(s)	
		Currently Teaching	

**Provide a CU Service Area county that you would like to request for placement. List 2 public schools you would like to request for placement. List any special requests/comments:**

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

**Counties below have additional requirements that must be met prior start of to clinical experience.**

- 1) Mercer: Clinical Experiences must be approved by the county Board of Education.
- 2) Monroe: Completion of volunteer training program (contact BOE Office for information) & approval by Board of Education
- 3) Tazewell: Background Check (in addition to CastleBranch Background Check) & drug test.
- 4) Wyoming: Background Check (in addition to CastleBranch Background Check) & drug test.

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

Note: Placement requests outside of CU's service area require approval from the Director of Clinical Experience. Students would be responsible for any additional costs/fees in the requested county. SPED501 & SPED509 require an inclusive content area classroom, or a special education setting.

- 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).
- 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 to the start of placement. Candidates will be required to provide the CU Department of Education Office with documentation upon completion of any special requirements. Once received, the candidate will be placed.
- 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 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 Field Placement Handbook.
- 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 the mentor teacher to establish a visitation schedule within one week of the confirmation date. Candidates must complete the Early Clinical Experience Contract within three weeks of placement confirmation. Failure to do so will result in cancellation of the early clinical experience.
- Candidates are responsible for ensuring that all required evaluations/assessments are submitted by the mentor teacher via LiveText, and that their Time-log has been approved by the mentor teacher 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 cancellation 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