



# CLINICAL PRACTICE INFORMATION

## CLEARANCE PROCESS TO ENTER MODULE #3

### IN FALL 2010

#### (CONTRACT TEACHING/STUDENT TEACHING)

Our relationships with schools and school districts are essential to the provision of a comprehensive learning experience for our APU students. Communication is an essential component of all business relationships and will be vital to success as an educator. Begin your profession by nurturing these relationships with respect and courtesy and by following detailed procedures and protocol.

Steps for clearance which must be completed by **April 1, 2010**, for Fall 2010:

**1. Documents required to be on file by April 30, 2010 for clearance for Fall 2010 Contracted or Student Teaching**  
**Clinical Practice include:**

- **Clinical Practice application** submitted as soon as possible (**deadline April 1, 2010**)
- Subject Matter:
  - a. Your original, passing CSET score sheet submitted for verification and certification (**March '10 test results must be submitted by April 30, 2010**) *OR*
  - b. An original, approved subject matter waiver letter, as appropriate. Subject matter waivers are *not* accepted for Multiple-Subject or Special Education students.
- CBEST transcript card.
- Certificate of Clearance document issued by CCTC with no pending legal issues, valid throughout the duration of the program.
- Transcript or certificate verifying completion of *approved* American Government course or U.S. Constitution examination.
- Negative results from TB test administered after February 1, 2009 as established by CCTC.
- TRACK A STUDENTS ONLY: Select 3-5 districts preferred for student teaching assignment. Requests must be submitted to districts in May to secure assignments for September.
- TRACK B STUDENTS ONLY: Photocopy of current teaching contract and original letter from principal describing current teaching assignment. Must be approved by Program Director as appropriate for credential.

**2. Return documentation to:**

APU School of Education, Office of Student Services  
701 E. Foothill Blvd  
PO Box 7000  
Azusa, CA 91702-7000

**3. Verification of Documents:** A checklist of documents still outstanding will be sent during the clearance process. It is your responsibility to notify the Student Records Coordinator in the Office of Student Services (West campus, Room 124 or call 626-387-5711) of any discrepancies.

**4. Protocol**

- **District Communication:** Any communications with the school district must be handled *by the Office of Student Services* in collaboration with the Program Director until the assignment is secured.
- **Hours:** Your daily schedule for student teaching and holidays must follow the district calendar (*not* APU's calendar). You are expected to be in the classroom all day, every day and attend all meetings and activities a regular classroom teacher would attend. To fulfill your program requirements, you must follow this schedule every day for a minimum of eighteen weeks.
- **Employment Status:** Any changes regarding teacher contracted employment, before or during the term, must be reported *immediately to the Office of Student Services*.
- **Cancel, Modify or Postpone:** Any changes to your clinical experience must involve your University Mentor, Program Director and the Office of Student Services, *all of whom* must be notified immediately. If your experience is postponed, it is your responsibility to submit a new application for a subsequent term (See "Student Forms" on APU School of Education website). This will not automatically happen – **you must reapply**.

If you have **any** questions, please contact:

Pamela Bowman [pbowman@apu.edu](mailto:pbowman@apu.edu) or call 626-387-5711



# CLINICAL PRACTICE APPLICATION

## FALL 2010

DEADLINE APRIL 1, 2010

Date of Application \_\_\_\_\_

Circle  
Program

Single  
Subject

Multiple  
Subject

Special  
Education  
M/M M/S

Circle  
Campus

Murrieta  
Orange  
L.A.

San Diego  
Inland Empire

Ventura  
High Desert  
Azusa

Track A OR Track B (circle one)

Name (include all former names) \_\_\_\_\_

Gender: M / F

Address: \_\_\_\_\_ Student ID #: \_\_\_\_\_

City \_\_\_\_\_, CA Zip: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Home Phone:( ) \_\_\_\_\_ Work Phone:( ) \_\_\_\_\_ Cell Phone:( ) \_\_\_\_\_

I will complete my student teaching/intern teaching in the following way:

✓ \_\_\_\_\_ **TRACK A:** (You do not have an **approved**, paid teaching assignment and will need a student teaching placement with a master teacher.)

• My preferred districts are: (list 3-5 in order of preference) \_\_\_\_\_

• \_\_\_\_\_ **Note:** Specific school or teacher requests **cannot** be guaranteed.

• **APU STUDENTS ARE NOT PERMITTED TO ARRANGE THEIR OWN PLACEMENTS.**

• You must have reliable transportation, have taken care of all personal scheduling needs, and be prepared to drive within a 20-mile radius of your home.

✓ \_\_\_\_\_ **TRACK B:** (You will complete contract teaching in your own classroom on an **approved, paid** teaching assignment.)

• School District \_\_\_\_\_

• School Name \_\_\_\_\_

• School Address \_\_\_\_\_ School Phone \_\_\_\_\_

• Principal \_\_\_\_\_

• Description of teaching assignment as listed in your **Program Director approved and signed contract (subject/grade level):** \_\_\_\_\_

• My signed contract is:

\_\_\_\_ Approved Public School

\_\_\_\_ Traditional Schedule or \_\_\_\_ Year round schedule

\_\_\_\_ Approved Long Term Sub Assignment (beginning and end dates) \_\_\_\_\_

\_\_\_\_ Approved Private School (WASC-accredited) \_\_\_\_ NOT WASC accredited

Other (describe): \_\_\_\_\_

\*Enclose your contract copy & original principal letter of employment (samples available)

\*\*Please list any special circumstances that could affect or special accommodations you require for student/contract teaching. \_\_\_\_\_

I have read both sides of this application in its entirety and understand the requirements for both Tracks A and B. I fully understand my obligation to submit this application postmarked on or before Thursday, April 1, 2010. I understand that failure to submit all needed clearance documents by April 30, 2010 may jeopardize my clearance and delay my clearance for Student/Contract Teaching courses until Spring 2011.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Examples of letters to describe your contracted PUBLIC SCHOOL teaching position**

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(Please have your principal use school letterhead and be sure to attach a photocopy of your current contract to the letter.)

**Multiple Subject:**

To Whom It May Concern:

March 15, 2010

John Doe is employed full-time at George Washington Multiple-Subject School in the California Unified School District for the 2010-2011 school year. He is currently teaching 5<sup>th</sup> grade in a self-contained classroom covering all subject areas. The school mentor that has been assigned to John is Sue Jones.

I understand that John will be supervised by an APU University Mentor during this contracted student teaching assignment. In addition, I will complete an APU Student Teaching Evaluation (or appoint an appropriate school representative to do so) at the mid-point and conclusion of the student teaching contract period.

Sincerely,

Robert Smith, Vice-Principal

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**Single Subject/Special Ed:**

March 15, 2010

To Whom It May Concern:

Jane Doe is employed at Thomas Jefferson Middle School in the California Unified School District for the 2010-2011 school year. She is currently teaching language arts and social studies at the 6<sup>th</sup> grade level. Her schedule is as follows:

2 periods Language Arts

3 periods Social Studies

The district mentor that has been assigned to Jane is Bob Jones. I understand that John will be supervised by an APU University Mentor during this contracted student teaching assignment. In addition, I will complete an APU Student Teaching Evaluation (or appoint an appropriate school representative to do so) at the mid-point and conclusion of the student teaching contract period. Feel free to contact me if you have any further questions.

Sincerely,

Mary Moore, Principal

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**Example of a letter describing your contracted PRIVATE SCHOOL teaching position**

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(Please have your administrator use school letterhead and be sure to attach a photocopy of your current contract to the letter. Please attach a school brochure or literature and the school's WASC verification letter.)

March 15, 2010

To Whom It May Concern:

John Doe is employed at George Washington Multiple-Subject School for the 2010-11 school year. He is currently teaching 5<sup>th</sup> grade in a self-contained classroom covering all subject areas. The school mentor that has been assigned to John is Sue Jones. I understand that John will be supervised by an APU University Mentor during this contracted student teaching assignment. In addition, I will complete an APU Student Teaching Evaluation (or appoint a school representative to do so) at the mid-point and conclusion of the student teaching contract period.

George Washington Multiple-Subject School is WASC accredited, has at least 25% ethnic diversity represented, and has class sizes that are comparable to the public schools (15-30 students per class). We also use the State Frameworks as the guideline in the classroom.

Sincerely,

Robert Smith, Vice-Principal

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March 15, 2010

To Whom It May Concern:

Jane Doe is employed at Thomas Jefferson Middle School for the 2010-11 school year. She is currently teaching language arts and social studies at the 6<sup>th</sup> grade level. Her schedule is as follows:

2 periods Language Arts

3 periods Social Studies

The district mentor that has been assigned to Jane is Bob Jones. In addition, I will complete an APU Student Teaching Evaluation (or appoint an appropriate school representative to do so) at the mid-point and conclusion of the student teaching contract period.

Thomas Jefferson Middle School is WASC accredited, has at least 25% ethnic diversity represented, and has class sizes that are comparable to the public schools (15-30 students per class). We also use the State Frameworks and K-12 Academic Content Standards as guidelines in the classroom.

Feel free to contact me if you have any further questions.

Mary Moore, Principal