



# CLINICAL PRACTICE INFORMATION

## CLEARANCE PROCESS TO ENTER MODULE #3

### IN SPRING 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 **October 1, 2009**, for Spring 2010:

**1. Documents required to be on file by October 30, 2009 for clearance for Spring 2009 Contracted or Student Teaching Clinical Practice include:**

- **Clinical Practice application submitted as soon as possible (deadline October 1, 2009)**
- Subject Matter:
  - a. Your original, passing CSET score sheet submitted for verification and certification (**September '09 test results must be submitted by October 30, 2009**) *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 July 1, 2008 as established by CCTC.
- TRACK A STUDENTS ONLY: Select 3-5 districts preferred for student teaching assignment. Requests must be submitted to districts before Thanksgiving to secure assignments for February.
- 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:**

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



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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, 2009

John Doe is employed full-time at George Washington Multiple-Subject School in the California Unified School District for the 2009-2010 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, 2009

To Whom It May Concern:

Jane Doe is employed at Thomas Jefferson Middle School in the California Unified School District for the 2009-2010 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, 2009

To Whom It May Concern:

John Doe is employed at George Washington Multiple-Subject School for the 2009-10 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, 2009

To Whom It May Concern:

Jane Doe is employed at Thomas Jefferson Middle School for the 2009-10 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