



## Clinical Practice Information Fall 2012

Please submit this application to the Office of Student Services by **April 2, 2012**.

In addition to your application you must submit all required documents to the Office of Student Services by **April 27, 2012**. Any student that does not meet this deadline will have to postpone clinical practice/student teaching to the spring 2012 term, no exceptions. Required documents are listed below:

- **Verification of Negative TB**, dated February 2011 or more recent
- **Certificate of Clearance**, valid through February 2013
- **U.S. Constitution Requirement**, met by coursework or exam
- **CBEST** exam-original, passing score sheet for all sections
- **CSET** exam-original, passing score sheet for all required subtests (March 2012, last exam for fall.)

Submit documentation to: Azusa Pacific University School of Education  
Office of Student Services  
PO Box 7000  
Azusa, CA 91702-7000  
Attention: program coordinator name (listed below)

⇒ ***Please read the following protocol and initial.***

\_\_\_\_\_ **District Communication:** Any communication 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:** Clinical practice is a full-time, 18-week commitment and may span over a period of 4½ to 5 months. Vacation time, furlough days, and holidays don't count toward the 18-week requirement. Total time in the classroom will not exceed 18 weeks.

\_\_\_\_\_ **Employment Status:** Any change regarding employment (contracted teaching) before or during the term, must be reported immediately to your records coordinator in the Office of Student Services.

\_\_\_\_\_ **To Cancel, Modify, or Postpone:** Any change in your clinical practice plan must involve your university mentor, program director, and the Office of Student Services; all parties must be notified immediately. If you postpone your clinical practice, it is your responsibility to submit a new application for a subsequent term. The application is available online at [www.apu.edu/education/teacher/resources/forms/](http://www.apu.edu/education/teacher/resources/forms/).

Please contact your coordinator with any questions you have:

Single-Subject Coordinator  
Amaechi Nwaohia  
(626) 815-5345  
anwaohia@apu.edu

Multiple-Subject Coordinator  
Katie Wilfong  
(626) 387-5712  
kwilfong@apu.edu

Special Education Coordinator  
Cheryl Ward  
(626) 815-5353  
clward@apu.edu

# Clinical Practice Application Fall 2012

Submit by April 2, 2012.

## Choose Program

- Single-Subject
- Multiple-Subject
- Special Education
  - Mild/Moderate
  - Moderate/Severe

## Choose Campus

- Azusa
- Los Angeles
- San Diego
- High Desert
- Murrieta
- Ventura County
- Inland Empire
- Orange County

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

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

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_ E-mail \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

APU students are not permitted to secure their own placements.

Please choose one of the three options below:

- TRACK A:** You do **not** have a teaching job and need a non-paid student teaching placement with a master teacher.

Clinical practice will be full time, Monday through Friday for 18 weeks. Vacation, holiday, and mandatory furlough days will not count toward the 18-week requirement. You must consider your personal scheduling needs, have reliable transportation, and be prepared to drive within a 20-mile radius of your home.

Please select three to five school districts and list in order of preference: \_\_\_\_\_

School name (optional) \_\_\_\_\_ Master teacher (optional) \_\_\_\_\_

Specific school and/or master teacher requests cannot be guaranteed.

- TRACK B:** You have an approved, paid teaching job.

You must be a full-time teacher of record and submit a copy of your current teaching contract and principal letter (see samples).

School district \_\_\_\_\_ School name \_\_\_\_\_

School address \_\_\_\_\_ School phone \_\_\_\_\_

Principal name \_\_\_\_\_ Principal e-mail \_\_\_\_\_

- DO NOT PLACE:** You are looking for a paid internship and **do not** want the Office of Student Services to secure a student teaching placement for you.

Any change to this option must be made by April 27, 2012. Contact your records coordinator to request this change. Failure to make this request before the deadline will result in postponing your clinical practice to a subsequent term.

Please list any special circumstances: \_\_\_\_\_

I have read both sides of this application in its entirety, and understand the requirements. I understand that this application is due April 2, 2012 and that failure to submit all required documents by April 27, 2012 will delay my clearance for clinical practice until the Spring 2013 term. (Please sign below and initial the protocol section on reverse side of this application.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Sample Principal Letters

If you are participating in clinical practice in a contracted teaching position you will need to provide a copy of your current teaching contract and a principal letter. Examples of appropriate letters to describe your teaching position are listed below. Please have your principal or administrator create the letter on school letterhead and include an ink signature. If you work at a private school please attach proof of WASC verification.

### Multiple-Subject

October 10, 2012

To Whom it May Concern:

John Doe is employed full-time at George Washington Elementary School in the California USD for the 2011-2012 school year, with a start date of \_\_\_\_\_. He is currently teaching 5<sup>th</sup> grade in a self-contained Multiple-Subject 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 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. George Washington Elementary School is WASC accredited, and has at least 25% ethnic diversity represented.

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

Sincerely,

*Robert Smith* (Ink Signature)

Robert Smith, Principal

### Single-Subject

October 10, 2012

To Whom It May Concern:

John Doe is a full-time, contracted teacher at Azusa High School in the Azusa Unified School District for the 2011-2012 school year. He teaches the subject area of English.

Mr. Doe's daily teaching schedule is as follows:

- First Period: English Composition
- Second Period: English Composition
- Third Period: Prep Period
- Fourth Period: English Literature
- Fifth Period: English Literature

Feel free to contact me if you have any further questions. My phone number is (626) 555-0223, Ext. 151.

*Robert Smith* (Ink Signature)

Robert Smith, Principal

### Special Education

October 10, 2012

To Whom It May Concern:

John Doe is a full-time, contracted teacher at Lincoln Elementary School in the California Unified School District for the 2011-2012 school year. He is currently teaching in a self-contained Mild to Moderate (or Moderate to Severe) SDC (or RSP) classroom covering all subject areas, with approximately 8-10 students.

The support provider 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. Lincoln Elementary School is WASC accredited, has at least 25% ethnic diversity represented.

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

Sincerely,

*Robert Smith* (Ink Signature)

Robert Smith, Principal