THE CAMPUS CLINICAL OFFICE

Field Experience Placements

Fall 2019

Applies to faculty that utilize the Campus Clinical Office to make field experience placements for students in their course(s).
Please

Make the field experience survey an assignment due Friday, 8/30/19.

Email the survey link to your students.

Announce the survey in class.

https://www.bemidjistate.edu/academics/departments/professional-education/2019/06/01/fall-2019-practicum-request-form/

The link is waiting for you in your email box.
Drug and Alcohol Free Campuses

Dear Bemidji State University and Northwest Technical College Faculty,

As per the requirements of the Drug-Free Schools and Communities Act, drug and alcohol-free campus environment. As State of Minnesota emp conduct. You will find expectations for employees outlined in Minnesota Management and Budget's (MMB's) Policy and Procedure, a

Bemidji State University and Northwest Technical College prohibit the use of alcohol and drugs which may involve medical or psychological hazards to individuals or others.

Excessive alcohol consumption and the abuse of drugs are just plain dangerous. Heavy drinkers and drug abusers are not only a danger to themselves but also to their communities. There are immediate effects that increase the risk of many harmful health and other serious problems. By not drinking too much you can reduce the risk of

Violating the drug and alcohol policies outlined in this letter could result in agreement or plan. In addition, you may be subject to criminal prosecution and loss of federal benefits for conviction of alcohol and drug-related offenses.

There are numerous resources available to help people negatively impacted.
Your students are not likely to notice an email from the Clinical Office Student Worker...
How did students hear about the MTLE Lottery F18?
114 student responses

- D2L Course Announcement: 44
- Email from Instructor: 7
- Announcement in Class: 17
- BSU Professional Education Web Page: 4
- Flyer in Bensen: 2
- Twitter: BSU_ProfEd: 2
- No Answer: 38
Please

Make the field experience survey an assignment due Friday, 8/30.

Email the survey link to your students.

Announce the survey in class.

https://www.bemidjistate.edu/academics/departments/professional-education/2019/06/01/fall-2019-practicum-request-form/

The link is waiting for you in your email box.
If you are still reading...

Here is some more helpful information related to the Campus Clinical Office.
Candidate Practicum/Field Experience

Resources

PRACTICUM EXPERIENCE: Use the Basic Field Log for all classes.

PRACTICUM REQUEST FORM:
For all students taking courses requiring practicum placement.

Clinical Experiences
- Liability Insurance
- Background Checks
- Candidate Practicum/Field Experience Resources
- Candidate Student Evaluations

FALL 2019 Blank Assignment-Log Sheet (Word)
FALL 2019 Blank Assignment-Log Sheet (PDF)

Basic Field Log Summer 2019 (Word)
Basic Field Log Summer 2019 (PDF)
Basic Field Log Spring 2019 (Word)
Basic Field Log Spring 2019 (PDF)
This is the practicum survey

Fall 2019 Practicum Request Form

June 1, 2019

Please complete this field experience request form so we can place you in a way that suits your schedule and interest areas.

This survey reflects field experience needed for which semester? *

Licensing

- Fall 2019

Clinical Experiences

BSU ID # *

8-digits. NOT your StarID

Student Resources
How you can help your students

- Ask students to complete the Field Experience Survey during the first week of class.

- Tell students to secure their Liability Insurance because what they had from last year expires August 31, 2019.

- Inform students that they will have to move promptly to comply with background check requirements of their assigned school once placements are published.

The Clinical Office will provide instructions or contact info for each school’s background check process.
Field Experience Placement Packets Include:

1. **Assignment Page:** Provides the info needed to attend the placement. Includes school-specific info about background check policies.

2. **Field Log:** This is always submitted to TaskStream. Directions are in the footer. Blank copy (extra copies) can also be found on Faculty Resources Page.

3. **Fact Sheet:** Current updated fact sheets are also posted on the field experience webpage for student and teacher reference. Blank template can be found on Faculty Resources Page.

- Students that are **not officially enrolled** in an ED program can submit field logs to student-teaching@bemidjistate.edu until they are admitted to a program. Upon admittance, students should submit all logs (including previous logs) to TaskStream. This affects some ED 3100 students and a few other “special circumstances” students.

- Clinicals uses ImageNow to permanently tie email-submitted field logs to non-admitted-student Tech ID #’s so the field log is not lost between the date of field experience and the date of program admittance and receiving a TaskStream account. This also permanently records the field work for students from other institutions taking grad-level Content Area Reading, etc.
Liability Insurance vs. Background Checks

- **F**ollows the Academic Year.
- **R**enew it every Fall. It expires the following Summer (Sep 1 – Aug 30)
- **U**rged candidates to purchase insurance during *first week* of the semester each Fall
- **S**pring semester students purchase in January if they *did not* have field experience the previous fall semester
- **S**tudents starting ED 3100 in January *probably* need to purchase it the first week of the spring semester.

- **G**ood for 12 months from date of clearance.
- **E**ach school district chooses its own policy, procedure, fee, and 3rd party vendor to fulfill State-mandated background checks.
- **C**andidate is solely responsible for compliance with each school’s policy.
- **S**ome schools require a notary public signature, finger printing, or drug testing.
- **W**ith written permission from the student, a district *may request* a current criminal background check report from another district. However, not all schools store the files and a district does not have to accept a report from another district.
- **O**nly some districts currently inform the Clinical Office of which students have permission to enter the school. **Our Office does not see background check reports on any candidate from any district.**
Finally...
Please

Make the *field experience survey* an assignment due Friday, 8/30.

Email *the survey* link to your students.

Announce *the survey* in class.

https://www.bemidjistate.edu/academics/departments/professional-education/2019/06/01/fall-2019-practicum-request-form/

The link is waiting for you in your email box.
Thank you!