

Practicum 101

1. Complete the survey by deadline. It's found in your D2L shell. We are sent a timestamp for when you submit your survey.
2. Meet FE liability insurance coverage, and background check deadlines. Liability insurance expires every August 31. Buy your new coverage every fall semester. If you take your first practicum course in January, you will purchase insurance at that time, and again the following September. You will not be placed without proof of liability insurance.
3. You will be placed in schools that require transportation to get there. That is your responsibility. Carpool if necessary.
4. How do I get my assignment?
 - a. Check your email each day as you will be sent an email to your BSU email with directions for obtaining your assignment from Sabrina Erickson or Renae Spangler.
 - i. Some will be asking you to pick up your paperwork outside of Ben 327. Further directions are on your assignment sheet.
 - ii. Some will be signing up through a "live" document. That is first come first serve.
5. What if my placement seems "odd"?
 - a. Please contact Renae Spangler **ASAP!!!**
218-553-4487(cell) renae.spangler@bemidjistate.edu (email)
6. Contact host teacher within 48 hours of receiving placement.
 - a. CC your professor on your introduction email.
 - b. Your email should be professional! Do not say "Hey". Use proper grammar, etc.
 - c. Your email should include your FACT SHEET as an attachment, so the teacher knows your professor's expectations.
Fact Sheet downloads are available at <https://tinyurl.com/wwr8djj>
7. Will I get placed out of town?
 - a. Yes. State statute reads that you need multi-school experience.
8. I don't like where I'm placed...
 - a. Every experience must be approached as a learning experience. Be thankful a principal is allowing you to be a guest in their school. Due to our rural location and small size, it takes MANY districts to get our over 300 students placed.
 - b. Unless it is an emergency situation, your placement will stand.
9. I need to do all of my hours at a school by my house or BSU.
 - a. Our program requires you receive experience in multiple settings.
10. I need special hours, not the hours our class outlines.
 - a. The principal and teacher agreed to the hours outlines by your professor. They did NOT agree to doing all hours in one week or only over a break. You are expected to conduct hours spread out on a scheduled basis.
11. I don't have a schedule that allows me to obtain my practicum hours.
 - a. Bring me your schedule during the first week of school. So far, I'm batting 100 for finding time.
 - b. It was in the Education Handbook that you would need to complete practicum hours. This is what you signed up for. You will need to make it work.
12. Can I miss other classes to do my practicum hours?
 - a. NO.

13. My situation is more important than the other BSU students so I need special expectations.
 - a. **All** BSU students have situations and are important.
14. There are over 300 students who need field placements each semester.
Be thankful a school and teacher(s) are willing to host you. Learn as much as you can. Each experience in life offers an opportunity to learn something.
15. Wear appropriate attire.
16. Show up when they expect you to be there.
17. Follow school rules.
18. Speak appropriately to students. Your role as a teacher candidate has power over the students in the classroom. Do not abuse that power.
19. Park in designated visitor parking areas. NO parking in bus loading zones, Special Ed entrance areas, etc!
20. Remember, teachers and principals are scoping you out to see if they want to work with you.
- 21. Remember, teachers are asked to fill out a dispositions survey evaluating your conduct. If you get a bad review, you must meet with the Clinical Director before you will be considered for future placements. The Director will create an action plan for your success. A second negative dispositions report will result in ineligibility for future placements.**
22. Your host school controls your access to its classrooms. At any time, your school can discontinue your placement
23. If you are pulled from your placement, you cannot receive a passing grade in the class
24. You are always welcome to do more if your Host Teacher and principal agree, never do less.

*****If you join this college class after your first-class period, you must notify the Clinical Office by email ASAP to ensure a placement*****

Future Placement Information-

- 1. You will not be working a job during student teaching: Start saving**
- 2. You will not be granted BSU spring break during student teaching**
- 3. You will not miss student teaching days for anything except illness or tragedy**