



**Minnesota State University**

**Practicum Handbook**

## **Expectations and Requirements**

A successful practicum student will.....

- Be in attendance and arrive on time each day the practicum is scheduled.
- Attend all Supervisor meetings.
- Complete all paperwork and assignments from supervisor, course instructor, and Field Experiences on or before the due dates.
- Communicate with supervisor and course instructors in a timely and respectful manner.
- Complete the required hours for the specific practicum.
- Complete the required assignments for the specific practicum.
- Earn “Emerging” or better for all areas on the Final Evaluation.
- Earn “Proficient” or better for at least 90% of the areas on the Professional Dispositions Assessment.

**Background screening and professional liability insurance MUST be obtained prior to starting the practicum.**

### **Lesson Plans**

- A lesson plan must be written for all lessons taught during the practicum.
- The lesson plan format is provided by your faculty.
- The lesson plan must be given to the supervisor at least 2 days before teaching, so they can give feedback before you teach. It is very possible that changes will need to be made. That is perfectly reasonable since these are learning experiences.
- Lesson plans should be uploaded to TK20.

### **Lesson Observations**

Two lessons will be observed by the supervisor assigned for the experience. These must be two different lessons. A third lesson may be observed by the cooperating teacher.

### **Absence Policy**

Practicum students are required to be in attendance every scheduled day in the practicum classroom. In the case of illness or emergency and the student cannot attend, the days/hours must be made up. The make-up days/hours will be determined in collaboration with the cooperating teacher and the liaison. Days/hours cannot be made up after the end of the semester.

### **Items to be completed or uploaded in TK20 as follows:**

1. Dispositions Self-Assessment – Must be completed at the start of the practicum.
2. Lesson Plans required for the practicum.

### **University Supervisor**

You will be assigned a university supervisor to support your growth during the practicum. In some cases, this may be a faculty member teaching one of your courses during that semester. You can expect your university supervisor to:

- Meet with practicum students assigned to her/him during the experience.
- Observe you teaching and give you constructive feedback.
- Review lesson plans and evaluate or provide feedback.
- Check in with the cooperating teacher regularly to ensure that you are meeting expectations.
- Help your cooperating teacher understand practicum requirements and complete final evaluations.

### **Dress Code**

Clothing must be professional, clean and in good repair. Refrain from wearing clothing that is short, tight or revealing. Leggings should only be worn with a shirt, dress or skirt that covers your bottom. T-shirts, sweatshirts, sweatpants and jeans are not appropriate in the classroom setting unless you are teaching PE or in a preschool.

Be aware of how you smell. This may sound silly but it is important that teachers have good breath and body hygiene. If you are a smoker, be sure that your clothes or breath do not smell like smoke. Strong colognes are also distracting and even toxic to some students.

### **Speaking and Writing Skills**

Mastery of the English language is an essential skill for all teachers. Written work must be legible, neat and grammatically correct. Refrain from using slang, “you guys” and grammatically incorrect language while speaking.

Swearing and inappropriate comments based on race, gender, sexual orientation, disability, body type, culture, religion, or political affiliation is absolutely forbidden. You may be removed from your placement for inappropriate language use.

### **Confidentiality**

Never reveal sensitive information about your students, cooperating teacher, or other school personnel to anyone. DO NOT post pictures or information about your practicum experience on any social media source.

### **Professional Ethics and Student Interactions**

*During all field experiences, you are expected to adhere to the Educator Code of Ethics and all laws.* You can find additional information at this site:

<https://www2.mnstate.edu/field-experience/student-teaching/during-teaching.aspx>

As a future teacher, you must maintain appropriate professional boundaries with students both in and outside the classroom. While you should build a positive rapport with your students and get to know them as individuals, remember you are not their peer or friend.

**Not adhering to the laws as they relate to your interaction with students will jeopardize your ability to obtain a teaching license.**

## **Social Media**

Make sure everything you have posted on social media is something you would want a potential employer to see.

## **Substitute Teaching**

Teacher candidates are not allowed to be used as a substitute teacher in the host classroom or in any other area of the school unless she/he has a teaching or sub license for the state in which the placement occurs.

## **Ending Practicum Early**

If a teacher candidate is asked to leave his or her practicum assignment by the cooperating teacher or other school official, the experience will be ended immediately and the student will be required to repeat the practicum the following semester.

A student who does not keep the established schedule may have the practicum ended early and will have to repeat the practicum the following semester.

***A student who fails the practicum (does not meet Practicum Requirements listed previously) will be required to repeat the practicum the following semester and the candidate's progress will be delayed.***

Failing a practicum may result in also failing the course that coincides with the experience.

## **Responsibilities and Qualifications of Cooperating Teachers**

### **Qualifications of the Cooperating Teacher**

1. Recommended by the building principal
2. Model effective instruction and classroom management (as determined by the building principal)
3. Licensed and teaching in the practicum student's licensure area.
4. Willing to allow a practicum student to fulfill all practicum requirements.

### **Preferred Qualifications**

1. Models culturally responsive teaching.

## **Responsibilities**

The cooperating teacher is someone who will offer a practicum student the benefit of his or her knowledge and skill. Even though students are always observing the teacher, they are encouraged to become a part of the classroom.

## **Observations**

Please observe your practicum student when they teach lessons and give feedback. We ask that you complete one lesson observation form for one of your observations. The form is found in TK20. This requirement is for the following practicum experiences: Ed 498, Elementary Block B and Block C. You will receive information about the practicum requirements and your expectations when you receive placement information and access to the assessment binder for the experience.

## **Evaluations**

Please fill out the Final Evaluation and Dispositions Assessment found in the assessment binder in TK20. We ask that you complete these near the end of the experience.

## **Concerns**

If you have any concerns about your practicum experience, your first point of contact should be the University Supervisor for the experience. If you are not able to contact that person or are still in need of assistance, please do not hesitate to contact a member of Field Experiences personnel listed below.

## **Field Experiences Contacts**

**Lisa Staiger**  
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