

College of Liberal Arts and Sciences
Placement Policies and Practices

Rationale

To ensure success in the placement process parameters must be established and all stakeholders must operate within them. Inconsistency in doing so undermines student experience, jeopardizes our relationships with our partner schools, and reflects poorly on the program and university as a whole. We acknowledge that students may have situations including family obligations, transportation challenges, or disabilities that may impact the placement process. Please make your discipline coordinator aware of any situation that may negatively impact your success before the application deadline.

ILAS 201 & 301 Field Placement Policies and Practices

1. Every effort will be made to secure a site within the 60-mile radius from the main DeKalb campus.
2. Indication of a placement preference on application, does **not** guarantee confirmed field experiences in that district.
3. Students are responsible for their transportation to and from their placement locations. If transportation will be an issue, students need to discuss this with their discipline coordinator when submitting their application. If a student has challenges with securing their own transportation, their discipline coordinator can help them explore options and resources to reach their placement school(s).
4. Teacher candidates are prohibited from contacting teachers, principals, or school districts for the purpose of soliciting field experience placements.
5. If a student anticipates needing an accommodation for field experiences and is registered with the Disability Resource Center, the student should meet with the DRC to ensure that their Letter of Accommodation is up to date for each semester. **The student must submit their Letter of Accommodation to the Director of Teacher Preparation and Development with their application so that the director can provide or facilitate the accommodations needed.**
6. Preference will be given to applications received on or before the due date with late submissions being considered for the upcoming semester **only** if placements are available. Otherwise, late applications will be considered for the subsequent semester.
7. Transfer students or students new to the university are expected to submit an application as soon as possible. If they submit an application after the deadline, they will be considered for the upcoming semester if space allows. If space does not allow, they will be considered for the subsequent semester.

ILAS 401 and Student Teaching Field Placement Policies and Practices

The College of Liberal Arts and Sciences at NIU offers a variety of student teaching placements throughout northern Illinois. Every effort is made to place student teachers in schools that best meet their needs. Placements are made in the order of application submission with late submissions being considered for the upcoming semester **only** if placements are available. Otherwise, late submissions will be considered for the subsequent semester. Indication of a placement preference on application, does **not** guarantee confirmed field experiences in that district. Students are not to attempt to make their own arrangements with schools for student teaching assignments; this leads to misunderstanding among all parties involved. In addition, except in unusual circumstances, students will not be allowed to student teach in a school from which they have graduated or a school in which a relative is a student, staff member, or board member. **Every effort will be made to place students in a location that is no more than 60 miles from their indicated place of residence during student teaching.** Transportation to this placement is the responsibility of the student. If transportation will be an issue, students need to discuss this with their discipline coordinator when submitting their application. If a student has challenges with securing their own transportation, their discipline coordinator can help them explore options and resources to reach their placement school(s). If a student believes that an accommodation is necessary for him/her to successfully complete the experience, the student must request accommodation through the NIU Disability Resource Center and direct them to reach out to the Director of Teacher Preparation and Development at the time of the placement request.



Understanding of ILAS 201 Clinical Requirements

Please read this document **completely** and sign the bottom before submitting your ILAS 201 application.

- ILAS 201 requires students to attend 7 in person seminars on Mondays from 4-5:50 p.m.
- You will observe for a total of 30 hours over the course of the semester.
- Placements are arranged by the Clinical Placement Office in the College of Liberal Arts and Sciences.
- You will be notified of your placements **via e-mail before the semester begins**. We will use only your ZID e-mail to contact you.
- You may need to meet several requirements prior to the start of the course in order to be able to observe in the school (i.e. Criminal background checks).
- In light of this, it is **extremely** important that you check your ZID e-mail **at least 3 times per week** even over winter and summer break, once per day is preferable.
- You are expected to observe throughout the duration of the course. Once per week is best but may not always be possible.
- You will receive additional information about how to schedule your observations as the start of the course approaches. Do not contact anyone besides your program coordinator or the Clinical Placement Office until specifically instructed to do so via e-mail.
- You will be responsible for **arranging** your own transportation to and from the placement school.

I have read the above information and am applying to ILAS 201 with a knowledge of the requirements I will need to meet.

Typed Signature

Z ID

Date



NORTHERN ILLINOIS UNIVERSITY

Office of School Partnerships and Clinical Experiences

College of Liberal Arts and Sciences

ILAS 201: FIRST CLINICAL APPLICATION

Semester: _____ Year: _____ Z-ID: _____

CONTACT INFORMATION

Last Name			First Name			Middle Name		
Street Address during the clinical semester				City		State		Zip Code
Primary Telephone			Secondary Telephone			NIU E-Mail: Used for all official program correspondence		

PRIOR EDUCATION

Name of High School			City and State			Year of Graduation		
Institutions attended in addition to NIU			Degree Completed			Year of Graduation		

LICENSE INFORMATION

Date of admission to NIU		Degree sought		Major		License Level and Grades		
Additional Endorsements to be Completed with License				Expected Date of Licensure			Cumulative GPA	

In addition to this application, you will need to submit a signed FERPA form as a separate file to CLAS_TCert@niu.edu.
Please be advised that if you have a criminal history, we may be unable to place you in a school for a clinical experience.

Typed Signature of Student:

FOR PROGRAM USE ONLY

By typing your name below you are verifying that this student is eligible for placement at this time, unless otherwise indicated *in writing* to the Director of Educator Preparation and Development.

Additional Notes:

Typed Program Representative Signature

Date

PLACEMENT APPLICATION STATEMENT

Compose a personal statement of about 1-2 pages, discussing why you want to pursue a career in teaching your chosen subject area. Use professional language, as you would for a job application. Direct yourself to an audience that includes your discipline coordinator, your prospective cooperating teachers for ILAS 201, and potential future employers. Consider these questions as you write: How did you become interested in teaching your subject area? Have you had any experiences such as tutoring, camp counselor, etc. that have helped to prepare you for teaching? How will your first clinical experience contribute to your growth as a teacher?

Enter text below or attach additional pages.