

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 301 Clinical Requirements

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

- ILAS 301 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, how to sign up for tutoring, etc. 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 301 with a knowledge of the requirements I will need to meet.

Typed Signature

Z ID

Date

ILAS 301: SECOND CLINICAL APPLICATION

Semester: _____ Year: _____ Z-ID: _____ IEIN: _____

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 _____

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



NORTHERN ILLINOIS UNIVERSITY

Office of School Partnerships and Clinical Experiences

College of Liberal Arts and Sciences

PLACEMENT APPLICATION STATEMENT

Compose an updated personal statement of about 1-2 pages double-spaced, beginning to imagine yourself as a teacher of 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 301, and potential future employers. Be clear and specific in your writing, including examples from your observations in ILAS 201 and your personal experiences with schools (but do not mention specific schools or districts). Consider these questions as you write: Why do you want to be a teacher of your subject area? Having observed some classes in your discipline, which ones do you hope to emulate? How do you plan to teach when you have your own classroom someday?

Enter text below or attach additional pages.