College of Liberal Arts and Sciences

**Placement Policies and Practices**

**Rationale:**

In order to avoid capriciousness in our decision-making, 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.

**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.

4. Teacher candidates are prohibited from contacting teachers, principals, or school districts for the purpose of soliciting field experience placements.

5. Documentation supporting identified student accommodations regarding logistic aspects of placements must be submitted prior to the experience placement request. If students believe that because of his/her circumstance an

accommodation is necessary for him/her to successfully complete his/her experience, students have the responsibility to both self-disclose and request accommodation through the NIU Disability Resource Center and **must request that the Disability Resource Center send his/her accommodations to the Director of Teacher Preparation and Development at the time of the placement request 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 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.

**Approved by CTPD on August 27, 2018**

**Understanding of ILAS 201 Clinical Requirements**

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

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 will be responsible for 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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type your name here** |  | **Enter your Z-ID here** |  | **Today’s date** |
| Typed Signature |  | Z ID |  | Date |

|  |
| --- |
| **ILAS 201: FIRST CLINICAL APPLICATION** |
|  |
| Semester: |  **Spring or Fall** | Year: | **Enter Year** | Z-ID: | **Your Z-ID** |
|  |
|  *CONTACT INFORMATION* |
|  |
| **Click here to enter text** |  | **Click here to enter text** |  | **Click here to enter text** |
| Last Name |  | First Name |  | Middle Name |
|  |
| **Click here to enter text** |  | **Enter City** |  |  **ST** |  |  **Zip** |
| Street Address during the clinical semester |  | City |  | State |  | Zip Code |
|  |
| **Phone** |  |  **2nd Phone** |  |  **NIU Email** |
| Primary Telephone |  | Secondary Telephone |  | NIU E-Mail: Used for all official program correspondence |
|  |
|  *PRIOR EDUCATION* |
|  |
| **High School Graduated** |  | **City and State** |  | **Year** |
| Name of High School  |  | City and State |  | Year of Graduation |
|  |
| **Click here to enter text** |  | **Click here to enter text** |  | **Grad Year** |
| Institutions attended in addition to NIU  |  | Degree Completed |  | Year of Graduation |
|  |
|  *LICENSE INFORMATION* |
|  |
| **Enter Date** |  |  **Enter text** |  |  **Enter text** |  |  **Enter text** |
| Date of admission to NIU |  | Degree sought |  | Major |  | License Level and Grades |
|  |
| **Click here to enter text** |  | **Click here to enter** |  | **Enter GPA** |
| 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: **Click here to enter text** |

|  |
| --- |
| *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: **Click here to enter text** |
|  | **Click here to enter text** |  | **Today’s Date** |
|  |  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?

[Click here to enter text, or attach additional pages.]