



## Bagwell College of Education

### EPP Teacher Education Field/Clinical Placement Policies

1. Candidates must meet all KSU teacher education requirements for field and clinical placements. Failure to meet these requirements on time can result in a candidate not being able to register for a course with a field component, having to withdraw from a course with a field assignment, and/or being academically withdrawn from a course. Any of these scenarios can delay graduation thus, candidates are encouraged to seek regular advising from their program areas.
2. Should a candidate need to drop a class with a field component and/or is academically withdrawn from the course due to not having met the requirements, financial aid may be impacted if a student's status is changed from full time to part time. It is the candidate's responsibility to verify that he/she has completed all requirements to enter the field. Questions regarding eligibility and required coursework to enter in field experiences should be directed to Education Student Services (ESS) in the Bagwell College of Education. Questions about specific assignments should be directed to the KSU faculty member teaching the course.
3. Upon admission to KSU, all students are assigned an official KSU email address. CEPP and ESS communicate with candidates through these official email addresses only. Failure to read these official email accounts can result in missing critical information about field/clinical placements and or teacher education requirements.
4. The Clinical Experiences, Placements and Partnerships office (CEPP) places several thousand candidates in the field per year. All placements have sign-up or application deadlines. These deadlines are shared with program areas in advance and are firm. Candidates should consult with their program area advisors for information about deadlines. Late placements are granted only for extenuating circumstances. In such cases, a candidate must submit a late placement request form to CEPP. (Since all deadlines are shared with program areas in advance, not knowing a deadline does not constitute an extenuating circumstance.)
5. Placement of candidates in specific schools with specific collaborating teachers is the responsibility of CEPP. CEPP works in collaboration with KSU teacher education program areas and school districts. Candidates are not to contact schools to request their own placements. Once a candidate knows

his/her placement, he/she should consult with his/her program area about the appropriate protocol for making initial contact with the teacher and school.

6. All placements will be designed to encourage professional and personal growth of the candidate as an emerging professional learning facilitator and to support all P-12 learners. When signing up for placements, candidates will be asked for recommendations. These are recommendations only and are not a guarantee of placement. CEPP is responsible for ensuring that all candidates meet all state and national accreditation requirements for placements, including grade band requirements and diverse field experiences. While meeting these requirements ensure that our programs stay accredited, they also ensure that candidates will meet state mandated regulations to receive certification.
7. Candidates will not be placed in schools where they have children or relatives in attendance or where children or relatives are employed in any position. If a candidate is inadvertently placed in such a situation, it is the responsibility of the candidate to contact CEPP and ask for a different placement (See consequences in #9 below.)
8. Unless there are extenuating circumstances or they are the teacher of record and have received approval to use their current classroom for their field placement, candidates will NOT be placed in schools where they are currently employed or in which they have been employed within the last ten years. Candidates will also not be placed in schools they have attended within the past ten years. If a candidate is inadvertently placed in such a situation, it is the responsibility of the candidate to contact CEPP and ask for a different placement. (See consequences in #9 below.)
9. Failure to abide by #7 and #8 above will result in removal from the site and possibly the program, which can jeopardize the candidate's ability to complete the course and which can also impact financial aid and delay graduation.
10. While CEPP works diligently to place candidates in locations close to campus and/or close to a candidate's home, there are times when candidates may have to commute to complete a field assignment. Depending on the availability of placements, candidates may drive up to an hour or longer each way for a placement depending on the nature of the placement.
11. Once a placement is made, it will be changed only at the request of the school district or if CEPP, in consultation with the program area and approved by the Associate Dean for Undergraduate Studies, determines extenuating circumstances exist.
12. Initial contact and determination of field and clinical placements with the public school district and communication with all parties involved is the responsibility of the office of Clinical Experience, Placements and Partnerships. Final selection of specific sites and collaborating teachers must be

approved by the appropriate public school district personnel.

13. All Kennesaw State University candidates who are accepted into a teacher education program and will be completing a field placement must complete the requirements to obtain a Pre-Service Certificate through the Georgia Professional Standards Commission which includes a criminal background check and the ethics module. Candidates accepted into teacher education programs, will not be able to begin their field placement(s) until they receive their Pre-Service certificate number from the GaPSC and provide proof to the Office of Clinical Experiences, Placements and Partnerships.
14. All Kennesaw State University candidates are required to complete an Opening School experience. Opening school experiences vary by program and can include the KSU candidate spending 1-2 weeks with a mentor teacher during pre-planning and the first week of school. Due to the schedules of the county schools where KSU places candidates, the opening school experience may occur prior to the start of the KSU fall term. Candidates should check with their program faculty regarding the specific number of days/hours required for their opening school experience for their program.
15. All Kennesaw State University candidates who are enrolled in classes on the Paulding or Atlanta campus, must be placed in Paulding or Atlanta Public schools for all field placements.
16. Decisions made regarding a candidate's eligibility, readiness for placement, retention in student teaching or withdrawal from student teaching may be appealed in writing to the program area's Admissions and Academic Standing Committee. An appeal must be based on exceptional and extenuating circumstances and/or other pertinent information not previously available or considered. For additional information about the retention and appeals process please see <http://bagwell.kennesaw.edu/policies/retention-teacher-education/index.php> and <http://bagwell.kennesaw.edu/policies/appeals-admission-decisions.php> (See Kennesaw State University Undergraduate Catalog for additional information).
17. If a candidate withdraws or is removed from a field experience, a new application must be processed through CEPP by the designated deadline given at the time of approval to resubmit. If the committee gives approval after the designated deadline, a late placement request must be submitted to CEPP with appropriate signatures.

