

OFFICE OF LICENSURE AND FIELD PLACEMENT

REQUEST FOR A REDUCTION IN STUDENT TEACHING



The student teaching/practicum requirement cannot be reduced beyond one-half of the requirement set forth by the Regulations for Educator Licensure by the MA Department of Education. Therefore, students will receive no more than six (6) credits toward the reduction of undergraduate student teaching and three (3) credits toward the reduction of graduate practica.

Students **MUST** meet the following eligibility requirements in order to submit a portfolio for a reduction in student teaching:

- Cumulative GPA of 2.75 or above; GPA in major of 3.0 or above
- Pass ALL appropriate portions of the Massachusetts Tests for Educator Licensure (MTEL)
- Have had AT LEAST two full years of teaching experience.

Students requesting a reduction in student teaching should complete and submit a portfolio that includes:

- A Cover Sheet
- A Personal Statement describing past experiences with children, career goals, etc. This should reflect your philosophy of education, goals for the practicum, and immediate career goals. This information may be shared with your cooperating practitioner.
- A Table of Contents
- A Current Resume
- An Updated, Signed Plan of Study from your Faculty Advisor/Graduate Coordinator
- A Statement outlining your prior teaching experience
- A Statement from your employers verifying your teaching experience in the role of the license
- A copy of your Salem State transcript
- Three lesson plans that you developed and taught as part of your prior teaching experience with reflective comments.

The portfolio should be presented in a professional manner. Be sure all contents are grammatically correct. The portfolio should be submitted to:

**Licensure Officer
Salem State College
352 Lafayette Street
Sullivan Building, Room 101B
Salem, MA 01970-5353**

When a student submits his/her portfolio, an assessment fee of \$200 to cover the evaluation of the portfolio shall be required.

Please call the Office of Licensure and Field Placement with any questions at (978) 542-6472.