

## SCHOOL OF GRADUATE STUDIES

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### Pre-Practicum Documentation

The Salem State University School of Education and School of Graduate Studies are committed to ensuring that our teacher education candidates are able to teach every student. In order to fulfill that commitment, the University requires that all teacher candidates demonstrate experience with diverse students. We define diversity as settings that include students of various ethnic, racial, socio-economic, and linguistic backgrounds as well as those with students with disabilities. Individual classes may require a focus on specific categories of diversity necessitating a setting with, for example, students with disabilities or students of different linguistic backgrounds. Individual programs may have additional requirements around pre-practicum placements.

**In all programs, at least one pre-practicum experience must be in a diverse setting as defined above.**

**In all programs, pre-practicum experiences must be divided among at least two settings.** If you are using only two settings (a setting is a school building), we recommend that at least one third of your hours be completed in one setting and two thirds in the other. Further diversity of settings is strongly encouraged and may be required by individual programs.

You must fill out a copy of this form for each pre-practicum experience and each pre-practicum site. If you have 20 hours for a class, and you do all 20 hours at one site, you only need one form. If you split the 20 hours between two sites, you would need two forms. When you start a new experience for a new class, even if it is at a site you have used previously, you need a new form.

If you have any questions about how pre-practicum requirements work for your program, please discuss them with your program coordinator.

I have read and understand the above information.

\_\_\_\_\_ Date \_\_\_\_\_

### Student Information

\_\_\_\_\_

Last Name                      First Name                      Middle                      Former                      Student ID

\_\_\_\_\_

Street Address                      Apt #                      City                      State                      Zip

### Salem State University Course Information

Course Number and Title	Term	Total hours required	Program model (ESL, Inclusion, etc.) required	Grade level(s) required

**Pre-Practicum Site Information**

Teacher/Supervisor Full Name	School/Site Name	City/Town	Program model	Grade level	Total hours completed

**Signatures**

_____ Student Signature	_____ Date
_____ Teacher/Supervisor Signature	_____ Date
_____ Faculty Signature	_____ Date

**Additional Information**

Documentation of pre-practicum experiences is required for teacher licensing. Completed forms should be returned to the School of Education in Sullivan 304 for inclusion in student files.

*Students are responsible for keeping a copy for their own records. Students must attach copies of all completed pre-practicum forms to their practicum application.*

**General Program Specific Guidelines**

Please note this information is not a substitute for speaking with your program coordinator about your specific situation. The following are recommendations by licensure area only.

Early childhood teacher candidates should complete hours in both preschool or kindergarten settings and first or second grade settings.

Elementary school teacher candidates should complete hours in a range of elementary grades (first through sixth grades).

Special education teacher candidates should complete hours in both inclusion and substantially separate settings. Special education teacher candidates should complete hours in a range of grades relevant to their desired license (preschool through eighth grade or fifth grade through high school).