

**WILLIAM PATERSON UNIVERSITY  
COLLEGE OF EDUCATION  
POLICIES AND PROCEDURES**

**Clinical Experience** – “Guided, hands-on, practical applications and demonstrations of professional knowledge of theory to practice, skills, and dispositions through collaborative and facilitated learning in field-based assignments, tasks, activities, and assessments across a variety of settings.” (Council for Accreditation of Education Preparations, <http://caepnet.org/resources/glossary/>, retrieved April 30, 2015)

**Clinical Practice** – “Student teaching or internship opportunities that provide candidates with an intensive and extensive culminating field-based set of responsibilities, assignments, tasks, activities, and assessments that demonstrate candidates’ progressive development of the professional knowledge, skills, and dispositions to be effective educators.” (Council for Accreditation of Education Preparations, <http://caepnet.org/resources/glossary/>, retrieved April 6, 2018)

**POLICY 2.1 CLINICAL WORK REQUIREMENT**

All teacher candidates (undergraduate, post-baccalaureate and MAT) seeking an initial teaching certification at William Paterson University are required to successfully complete all required clinical work as required by individual programs.

**POLICY 2.2 CLINICAL WORK PLACEMENTS**

1. Academic departments and Office of Field Experiences share responsibility for recommending and assigning placements for teacher candidates. All teacher candidates must have a range of diverse

school experiences. A variety of field experiences will be provided within each program.

2. Teacher candidates cannot be assigned to a cooperating school which they have attended, a district in which a relative is employed, or a district in which they have an affiliation including, but not limited to, where they work or live.
3. All placement contacts with school districts must originate from the Office of Field Experiences.
4. Teacher candidates may not contact a district to initiate a placement.
5. Clinical Practice (I and/or II) placements are made in districts that have demonstrated participation in the NJ DOE required performance assessment (edTPA or other as approved by the NJ DOE),
6. Placements are made in the teacher candidate's certification area(s) in a public (or approved private) school district.
7. Preference for placements are made in professional development schools and districts.
8. Proximity to school/district from the teacher candidate's address during clinical work is taken into account when making placement requests. However, proximity to the teacher candidate's home is not guaranteed.
9. Every effort is made to confirm clinical placements by the start of the semester or before the school year begins for fall Clinical Practice I or Clinical Practice II. In order for the teacher candidate to have the necessary time in the clinical placement, any missed days need to be made up.
10. All placements are contingent on school district's recommendation of a cooperating teacher.
11. Placements within school districts are contracts. After a school district recommends a cooperating teacher and the placement is approved, the teacher candidate is expected to honor the contract.
12. Teacher candidates share responsibility for successful placements. In the event an interview is requested, it is the responsibility of teacher candidates to prepare for and successfully present themselves.
  - a. Clinical experience teacher candidates are responsible for submitting any documentation requested by a school district within a week of the request. Failure to submit the requested documentation to the school district in a timely fashion can result in loss of the

placement.

- b. Clinical experience teacher candidates are responsible for scheduling an interview as requested by a school district within a week of the request. Clinical experience teacher candidates are notified of district requests by their WP e-mail.
- c. After three unsuccessful interviews teacher candidates must meet with appropriate department faculty, and director of the Office of Field Experiences to determine discuss possible continuation in the program.

13. “Extensive and substantive field experiences and clinical practices are designed to encourage candidates to interact with exceptional students and students from different ethnic, racial, gender, socioeconomic, language and religious groups. The experiences help candidates confront issues of diversity that affect teaching and student learning and develop strategies for improving student learning and candidates’ effectiveness as teachers.” (*Professional standards for the accreditation of schools, colleges and departments of education*, 2002, p. 31)

- a. Determination of specific placements will be based on this definition and District Factor Grouping (DFG). Based on the DFG, a minimum of one placement must be a district with DFG of A, B, C/D, or **Wharton or Englewood**. The Office of Field Experiences will use the most recent iteration for future placements.
- b. Placements are typically made in the following counties: Bergen, Essex, Hudson, Mercer, Morris, Passaic, Sussex, and Union. This is to ensure the availability of a WP clinical supervisor. Limited placements may be made in other counties under special circumstances.

### **POLICY 2.3 ACCEPTANCE TO CLINICAL EXPERIENCE**

In order to participate in any clinical work (field experiences), a teacher candidate must have the following prerequisites:

- 1. Officially progressed into the professional education sequence
  - Pass Praxis CORE or equivalent

- Successful completion of 60 credits with a WP 3.0 GPA
  - Successful completion of DAP Interview
2. Complete a NJ DOE Criminal History Review using the William Paterson University identification code (County: 31, District: 7301, School: 001) and receive an employment approval from the NJ DOE.
  3. Submission of all appropriate clinical work applications, including four (4) copies of the Resume for Clinical Work with each application by the published deadlines on the Office of Field Experiences website.

### **POLICY 2.3a EARLY CLINICAL EXPERIENCES: OBSERVATION**

According to NJAC 6A:9A-4.4, “All candidates starting clinical practice in academic year 2018-2019, or thereafter, shall have completed at least 50 hours of clinical experiences in a preschool, elementary, middle, and/or secondary school setting prior to clinical practice.” and “Include at least two different classroom settings, with at least one in a special education setting, consisting of a classroom where students with IEPs are educated: either an inclusive setting, resource room, or a special classroom.”

To fulfill this requirement, many certification programs require observations hours in a P-12 school setting. Observation placements will be made by the Office of Field Experiences based on the associated course requirements.

Teacher candidates must apply through the Office of Field Experiences and may NOT contact districts on their own.

### **POLICY 2.3b CLINICAL EXPERIENCE**

Approval of the individual applicant by the department which is responsible for certification, based on meeting requirements in 2.3 and following standards:

- a. An overall cumulative grade point average of 3.0 or higher at the close of the semester

immediately preceding the clinical experience.

- b. A cumulative grade point average of 3.0 in the academic major and a grade point average of 3.0 the teacher preparation program.
- c. Satisfactory completion of all preliminary clinical work and courses required in the program.
- d. Current NJ substitute license and documentation of negative results on Mantoux test to the Office of Field Experiences at least three (3) months in advance of the clinical experience semester.

#### **POLICY 2.4 ACCEPTANCE TO CLINICAL PRACTICE I**

In order to be eligible for clinical practice, a teacher candidate must meet the following prerequisites:

- 1. Officially progressed into the professional education sequence.
- 2. Approval of the individual applicant by the department which is responsible for certification, based on the following standards:
  - a. An overall cumulative grade point average of 3.0 or higher and a 3.0 grade point average in the teacher education sequence at the close of the semester immediately preceding clinical practice.
  - b. Satisfactory completion of all preliminary clinical work and courses required in the program.
  - c. Current NJ substitute license and documentation of negative results on Mantoux test to the Office of Field Experiences at least three (3) months in advance of the clinical experience semester.
  - d. Complete a NJ DOE Criminal History Review using the William Paterson University identification code and receive an employment approval from the NJ DOE.

#### **POLICY 2.4a ACCEPTANCE TO CLINICAL PRACTICE I**

- 1. Satisfactory completion of all preliminary clinical work and courses required in the program.

2. Teacher candidates need to take the required Praxis Subject Assessment(s) for your certification area(s) in time for the University to receive your official scores(s) by August 1<sup>st</sup> for the fall semester and January 1<sup>st</sup> for the spring semester.

OR Teacher candidates take the required Praxis Subject Assessment(s) for your certification area(s) prior to the first day of the upcoming semester. Upload to the Student COE Check List in WPCconnect your ETS test registration receipt (PDF) by August 1<sup>st</sup> for the fall semester and January 1<sup>st</sup> for the spring semester. The registration receipt must include your name, appropriate assessment(s) for your certification area, assessment test date(s) before the first day of the coming semester, and the registration date. (Informally approved, pending formal approval by College Council.)

#### **POLICY 2.4b ACCEPTANCE TO CLINICAL PRACTICE II**

1. Satisfactory completion of all clinical practice I and courses required in the program.

Official, passing scores on all parts of all PRAXIS (II) Subject Assessment exam(s) relative to the education major and endorsements. Official, passing scores must be received by the University (2518) by August 15th for Fall CPII and by January 1st for Spring CPII OR during the 2022/2023 – 2026/2027 academic years, meet the requirements of the Limited CEAS\* certification and sign the Limited CEAS Memorandum of Understanding (MOU) to be received by the University (2518) by August 15th for Fall CPII and by January 1st for Spring CPII. \*The Limited CEAS certification is an NJDOE five-year pilot program where the last day to be issued a Limited CEAS certification and obtain a provisional certificate by November 1, 2027. (Informally approved, pending full College Council approval.)

#### **POLICY 2.5 ACCEPTANCE TO SUPERVISED IN-SERVICE FOR SCHOOL NURSE**

All instructional school nurse certification candidates are required to complete a supervised, clinical experience.

If the candidate is currently working in a school, he/she may remain in the position to complete the clinical experience provided he/she is:

- employed full-time
- contracted as a School Nurse, not Health Aide, RN or Health Assistant
- working under a job description which reflects the responsibilities of a School Nurse
- emergency certified if employed in a public school setting
- approved by his/her administrator and/or board of education to have assigned a cooperating School Nurse and Teacher of Health.

#### **POLICY 2.6 APPLICATION DEADLINES**

1. Teacher candidates must submit applications for Clinical Experience, Clinical Practice I and Clinical Practice II in accordance with announced deadlines as posted on the Office of Field Experiences website. Applications will be processed in the order in which they are submitted.
2. No *clinical field experience* placements, for whatever reason, can be requested after the first day of the semester of the requested clinical work.

#### **POLICY 2.7 CLINICAL EXPERIENCE TEACHER CANDIDATE RESPONSIBILITIES/QUALIFICATIONS**

1. Clinical experience teacher candidates are expected to regard their assignment as a full semester, one or two day responsibility, based on program requirements, during which they are required to work all hours of each school day for the entire experience.
2. Clinical experience teacher candidates follow the same teaching schedule as the cooperating teacher. Employment and other outside activities must be reduced to a point where the student is not unduly fatigued, and which permits ample time for conferences with the cooperating teacher, thorough daily preparation, and appropriate participation in relevant school programs.
3. Teacher candidates are expected to arrive and leave in accordance with professional schedules. It is expected that clinical experience teacher candidates will not participate in any employment, activity or University function, which interferes with the responsibility and requirement of the professional experience.

4. Clinical experience teacher candidates are responsible for submitting any documentation requested by a school district within a week of the request. Failure to submit the requested documentation to the school district in a timely fashion can result in loss of the placement. Clinical experience teacher candidates are notified of district requests by their WP e-mail.
5. Clinical experience teacher candidates are responsible for scheduling an interview as requested by a school district within a week of the request. Clinical experience teacher candidates are notified of district requests by their WP e-mail.
6. Clinical experience teacher candidates are responsible for the profession's Code of Ethics (NEA, <http://www.nea.org/home/30442.htm> )
7. Clinical experience teacher candidates are to follow and uphold school district policies and guidelines, including but not limited to professional dress and hygiene, attendance, HIB, reporting procedures etc.
7. Teacher candidates must submit lesson plans, using the WP lesson plan template, for each scheduled clinical supervisor observation at least two full days in advance of each observation.
8. Clinical experience teacher candidates keep a weekly reflective journal of their experiences in the assigned school. It shall follow the Clinical Experience Journal guidelines. Journals must be submitted to the clinical supervisor and seminar instructor on a weekly basis. If a teacher candidate disagrees with the assessment provided by the cooperating teacher and/or clinical supervisor they may follow the grade appeal protocol used by William Paterson University. A teacher candidate may ask for feedback on assessment ratings but are not to put undue pressure on their cooperating teacher or clinical supervisor to change their assessment for clinical field work.
9. Clinical interns are to participate in clinical practice orientations, workshops and professional development as provided by William Paterson University and as requested by the school district.

#### **POLICY 2.8 CLINICAL PRACTICE RESPONSIBILITIES/QUALIFICATIONS**

1. Clinical interns will follow the same teaching schedule as the cooperating teacher.
2. Employment and other outside activities should be reduced to a point where the teacher candidate is



not unduly fatigued, and which permits ample time for conferences with the cooperating teacher, thorough daily preparation, and participation in the whole program of the school.

3. It is expected that clinical interns will not participate in any employment, activity or University function, which interferes with the responsibility and requirement of the professional experience.
4. Clinical interns should not request to leave early or to be absent from the cooperating school during this semester.
5. Clinical interns keep a weekly reflective journal of their experiences in the assigned school. It shall follow the Clinical Practice Journal guidelines. Journals are to be submitted to the clinical supervisor and seminar instructor on a weekly basis.
6. If a teacher candidate disagrees with the assessment provided by the cooperating teacher and/or clinical supervisor they may follow the grade appeal protocol used by William Paterson University. A teacher candidate may ask for feedback on assessment ratings but are not to put undue pressure on their cooperating teacher or clinical supervisor to change their assessment for clinical work.
7. Clinical interns are to participate in clinical practice orientations, workshops and professional development as provided by William Paterson University and as requested by the school district.

#### **POLICY 2.8a CLINICAL PRACTICE I RESPONSIBILITIES/QUALIFICATIONS**

Clinical interns are expected to regard their assignment as a full semester responsibility during which they are required to work all hours of each school day for the entire experience.

#### **POLICY 2.8b CLINICAL PRACTICE II RESPONSIBILITIES/QUALIFICATIONS**

1. Clinical interns are expected to regard their assignment as a full semester, full-time responsibility during which they are required to work all hours of each school day for the entire experience.
2. All teacher candidates enrolled in Clinical Practice II may register for no more than one course (3 or 4 credits) beyond Clinical Practice II and the Professional Learning Seminar.

## **POLICY 2.10 CLINICAL WORK ATTENDANCE POLICY**

1. During Clinical Experience only one documented, unavoidable absence is allowed. Emergency school closures and other non-federal holidays must be made up by clinical experience teacher candidates. Refer to 2.10a Internal Policy for Clinical Experience Attendance in the case of additional absences.
2. During the Clinical Practice I assignment, the teacher candidate is allowed two documented, unavoidable absences. Refer to 2.10b Internal Policy for Clinical Practice I Attendance in the case of additional absences.
3. During the Clinical Practice II assignment, the teacher candidate is allowed three documented, unavoidable absences. Refer to 2.10c Internal Policy for Clinical Experience Attendance in the case of additional absences.
4. Clinical interns (Clinical Practice II) do not take William Paterson University's spring break. If emergency closures are excessive and are deemed to impact the Clinical Practice experience the Office of Field Experience in concert with the Office of the Dean will determine how many days will need to be made up at the end of the semester.
5. Clinical interns participating in Clinical Practice I or Clinical Practice II may be excused from their clinical placement for one day to attend a professional conference approved by the appropriate program department. If clinical interns attend additional professional conferences or the one conference is multiple days, they will make up the additional days missed.

### a. Internal Policy for *Clinical Experience* Attendance

#### Absences: Day 1

During the Clinical Experience assignment, the teacher candidate is allowed one documented, unavoidable absence.

#### Absences: Days 2,3,4

If a Clinical Experience teacher candidate misses two to four days and if absences are acceptable to the

cooperating teacher, the clinical supervisor, and the Office of Field Experiences, that teacher candidate can make up the time missed at the end of the semester. The cooperating teacher and supervisor must submit a grade of Incomplete. When the Clinical Experience teacher candidate completes the work, the cooperating teacher and the supervisor will be responsible for submitted revised reports so that a grade change can be processed.

Absences: 5 or more

If a Clinical Experience teacher candidate misses 5 or more days, except in the case of extenuating circumstances as communicated with the Office of Field Experiences at the time of absences, without an official WD, that teacher candidate will fail Clinical Experience for the semester and must reapply for an additional semester.

b. Internal Policy for *Clinical Practice I* Attendance

Absences: Days 1, 2

During the Clinical Practice I assignment, the clinical intern is allowed three documented, unavoidable absences.

Absences: Days 3, 4

If a clinical intern misses up to an additional two days of clinical practice (a total of 4 days or 9% of the semester), and if absences are acceptable to the cooperating teacher, the supervisor, and the Office of Field Experiences, that clinical intern can make up the time missed at the end of the semester. The cooperating teacher and supervisor must submit a grade of Incomplete. When the clinical intern completes the work, the cooperating teacher and the supervisor will be responsible for submitted revised reports so that a grade change can be processed.

Absences: Days 5 - 15

If a clinical intern misses more than 5 days but less than 16 days (approximately 1/3 of the semester), and if absences are acceptable to the cooperating teacher, the supervisor, and the Office of Field Experiences, that clinical intern can take an incomplete for Clinical Practice I for that semester if

certain arrangements can be made or they may be removed from the program. The Office of Field Experiences will work with the school district to see if that clinical intern can continue into the next semester (either January or June) to complete the days missed. The college supervisor and the cooperating teacher would have to agree to continue to supervise that clinical intern until the time is made up. When the clinical intern completes the work, the cooperating teacher and supervisor will be responsible for submitting revised reports so that a grade change can be processed.

Absences: Days 16 or more

If a clinical intern misses 16 or more days of Clinical Practice I without an official WD, that clinical intern will fail clinical practice I for the semester. If a clinical intern would like to continue in the program, they must submit a request to repeat Clinical Practice I. The request would need to be approved by the appropriate departments as detailed in Policy 2.13.

c. Internal Policy for *Clinical Practice II* Attendance

Absences: Days 1, 2, 3

During the Clinical Practice II assignment, the clinical intern is allowed three documented, unavoidable absences.

Absences: Days 4, 5, 6

If a clinical intern misses up to an additional three days of Clinical Practice II (a total of 6 days or 9% of the semester), and if absences are acceptable to the cooperating teacher, the supervisor, and the Office of Field Experiences, the clinical intern can make up the time missed at the end of the semester. The cooperating teacher and supervisor must submit a grade of Incomplete. When the clinical intern completes the work, the cooperating teacher and the supervisor will be responsible for submitted revised reports so that a grade change can be processed.

Absences: Days 7 to 25

If a clinical intern misses more than 6 days but less than 26 days (approximately 1/3 of the semester), and if absences are acceptable to the cooperating teacher, the supervisor, and the Office of Field

Experiences, that teacher candidate can take an incomplete for student teaching for that semester if certain arrangements can be made or they may be removed from the program. The Office of Field Experiences will work with the school district to see if that teacher candidate can continue into the next semester (either January or June) to complete the days missed. The college supervisor and the cooperating teacher would have to agree to continue to supervise that student until the time is made up. When the clinical intern completes the work, the cooperating teacher and supervisor will be responsible for submitting revised reports so that a grade change can be processed.

Absences: Days 26 or more

If a clinical intern misses 26 or more days of Clinical Practice II without an official WD, that clinical intern will fail Clinical Practice II for the semester. If a clinical intern would like to continue in the program, they must submit a request to repeat Clinical Practice II. The request would need to be approved by the appropriate departments as detailed in Policy 2.13.

**POLICY 2.11 AT RISK TEACHER CANDIDATES**

Teacher candidates identified as in jeopardy of receiving a failing grade in Clinical Experience, Clinical Practice I or Clinical Practice II must have an observation scheduled by a full-time faculty member from the appropriate department or program within two weeks of notification of the problem by the Director of the Office of Field Experiences.

Teacher candidates who receive a failing rating on their Interim Report from the cooperating teacher and/or clinical supervisor may need to meet with the appropriate Department Chair, the Director of the Office of Field Experiences or their designees to determine permission to continue in the field experience and/or program.

Teacher candidates who receive a failing grade at the end of the semester must meet with the appropriate Department Chair, the Director of the Office of Field Experiences or their designees to determine permission to repeat the clinical experience or practice and/or continue in the program.

## **POLICY 2.12 REMOVAL FROM CLINICAL EXPERIENCE or CLINICAL PRACTICE I OR II PLACEMENTS**

After the probationary period, the Office of Field Experiences, in communication with the clinical supervisor, cooperating teacher/school administration and the appropriate academic department, will remove a teacher candidate from a placement if one or more of the following conditions exist:

- a. unexcused or unacceptable absences for more than two (2) days for clinical practice I, three (3) days for Clinical Practice II and one (1) day for Clinical Experience;
- b. insubordination;
- c. leaving the classroom/school without permission or unannounced;
- d. refusal to go back to the school without consultation with and permission from the Director, Office of Field Experiences;
- e. inappropriate professional behavior as outlined in the Professional Dispositions of Teacher Candidates at WP;
- f. inability to function appropriately leading to dismissal by the University and/or cooperating school;
- g. consistent unacceptable teaching performance as expected in the Professional Assessment for Clinical Experiences (PACE);
- h. behavior contrary to the expectations of teacher candidates in the P-12 setting found within the College of Education's Professional Dispositions, NEA's Code of Ethics, or the New Jersey Professional Standards for Teacher and/or
- i. any other inappropriate or unprofessional behaviors as outlined by the professional associations codes of ethics, the policies of the placement school and expectations and guidelines as outlined in the Clinical Experiences Handbook.

When a teacher candidate is removed from a clinical field experience they are not to contact the school district

including but not limited to the cooperating teacher, other teachers in the school or district, principals or superintendent unless provided permission by the director, Office of Field Experiences, or appropriate program department.

All materials including but not limited to text books, student work, grade book, school keys, teaching materials (e.g. manipulatives, props, equipment) must be returned to the school in a timely manner as coordinated by the Office of Field Experiences.

### **POLICY 2.13 REPEATING CLINICAL WORK AND/OR SEMINAR**

1. A teacher candidate may repeat their clinical work one (1) time if they do not complete it for one (1) of the following reasons:
  - a. have urgent health reasons;
  - b. have urgent family circumstances or other extenuating circumstances e.g. natural disaster;
  
2. If a teacher candidate is removed from or fails clinical work (Early Clinical Experience, Clinical Experience, Clinical Practice I and Clinical Practice II) , they may repeat the clinical work one (1) time at the discretion of the University if they:
  - a. are removed by the Office of Field Experiences, in communication with the clinical supervisor, cooperating teacher/school administration, and the appropriate academic department because of poor performance;
  - b. received a failing grade upon completion of field experience.
  
3. In order to repeat clinical work, teacher candidates must:
  - a. have permission from the appropriate department faculty, in consultation with the clinical supervisor and director of the Office of Field Experiences.

- b. complete the clinical work within a two-year (2) period from the date of withdrawal or the date of receiving a grade of “fail”;
- c. agree to follow any recommendations for improvement emanating from the program offering certification;
- d. review and sign a Teacher Preparation Early Alert Disposition form, completed by the Office of Field Experiences, if inappropriate or unprofessional behavior was cause for or contributed to removal from the field experience.

Teacher candidates who are provided the opportunity to repeat the clinical field experience must re-register for and repeat any seminar class that is offered in conjunction with field experience. When possible, teacher candidates repeating clinical work will be assigned a full-time William Paterson University faculty supervisor or designee. Teacher candidates who are not permitted to repeat required clinical work, or fail or are removed from the second (2) opportunity in the clinical work, will not be allowed to continue in the program.

If removal is the result of unethical conduct, criminal activity, extreme incompetence or professional dispositions unbecoming an educator, as stated in the NEA, NJPST or other accepted professional codes of ethics, the teacher candidate may be denied the opportunity to repeat the clinical work.

### **Seminar**

MAT teacher candidates who fail or have an incomplete in the seminar or Clinical Practice (I or II) seminar but pass a Clinical Practice I or II must repeat that seminar during the next semester in which it is offered. If the seminar grade is included with the field experience grade, the student will receive an “IN” (incomplete) grade for field experience/seminar. Once the teacher candidate has successfully completed seminar, the student notifies the instructor who then will submit a change of grade form.



## **POLICY 2.14 MISCELLANEOUS POLICIES**

### **1. Clinical Supervisors**

Adjunct supervisors of Clinical Experience teacher candidates and clinical interns must have Masters Degrees, have a minimum of 5 years teaching experience in the area(s) of certification; be certified in the area(s) in which they supervise (or as supervisors under certain circumstances) and have recent experience in schools. All supervisors of teacher candidates in clinical settings must meet the qualifications of clinical supervisors as outlined in the NJ Administrative Code.

#### **b. Clinical Experience**

Clinical supervisors conduct a minimum of two formal observations of the teacher candidate during Clinical Experience. There is a Final Report in which the clinical supervisor considers the cooperating teacher's report and his or her own evaluation in assigning Clinical Experience students a grade of Pass, Fail or Incomplete.

#### **c. Clinical Practice I**

Clinical supervisors are required to observe clinical interns a minimum of four (4) times during Clinical Practice I. Clinical supervisors are required to complete an Interim Report and a Final Report. The Clinical supervisor considers the cooperating teacher's report and his or her own evaluation in assigning assigns a Clinical Practice I grade of Pass, Fail, or Incomplete.

#### **d. Clinical Practice II**

Clinical supervisors are required to observe clinical interns every other week, or a minimum of eight (8) times during Clinical Practice II. Clinical supervisors are required to complete an Interim Report and a Final Report. The Interim Report does not become part of the clinical intern's permanent record. The Final Report, in which the college supervisor considers the cooperating

teacher's report and his or her own evaluation, becomes an important document that is used by the Office of Certification for certification eligibility. The clinical supervisor considers the cooperating teacher's report and his or her own evaluation in assigning assigns a student teaching Clinical Practice II grade of Pass, Fail, or Incomplete.

## 2. Clinical Educators

The Clinical Educator must be fully certified, have at least four years experience as a teacher and meet the Office of Field Experience criteria for selection of clinical educators.

## 3. Substitute Teaching

The purpose of clinical work is to provide learning experiences for the candidate under the guidance of a certified and experienced teacher. It is important to note that substituting is a distinctly different activity from clinical work required for licensure.

**Clinical Experience, Clinical Practice I and Advanced Clinical Candidates:** Should a clinical educator be absent, candidates may be asked to teach in their place as long as a district substitute teacher is present in the classroom and the number of absences do not interfere with the candidate's professional growth or negatively impact the overall experience. Candidates that have a NJ Substitute Teaching credential and are approved by the district as a substitute teacher may substitute on non-clinical days and must be compensated by the district at the regular district pay rate for substitute teachers. These days are not considered or count as clinical days. Candidates are required to complete the required time and meet the clinical expectations.

**Clinical Practice II Candidates:** Teacher candidates who are in the undergraduate P-3, K-6, K-12, and Music programs, participate in Clinical Practice II five (5) days per week, have a NJ Substitute Teacher credential, and are approved by the school district as a substitute teacher may be asked by their placement district to substitute during their Clinical Practice II semester. Teacher candidates may serve as substitute teachers in their assigned classroom if they have the permission of their clinical supervisor with input from the clinical educator. Teacher candidates may only substitute in their assigned classroom and must notify their supervisor each day that they are serving as a substitute. They may substitute a maximum of one school day per week, for a maximum of 16 days during the University semester. Candidates may substitute no more than three consecutive days. The teacher candidate must be compensated by the district at the regular district pay rate for substitutes. Clinical supervisors and clinical educators may rescind their approval to substitute at any time if they feel it is interfering with the teacher candidate's professional growth or negatively impact the overall experience. The teacher candidate has the right to apply for this flexibility or decline it.

Physical Education and MAT teacher candidates participate in Clinical Practice II four (4) days per week and are able to substitute on their free day.

## **Policy 2.15 VISITING CLINICAL INTERNS**

The College of Education only accepts visiting clinical interns from other NCATE/CAEP approved institutions for guest placements where the students are in good standing.

The following criteria must be in place for acceptance. A visiting clinical intern must:

- a. Have a minimum cumulative gpa of 3.0 from an accredited NCATE/CAEP institution\*;
- b. Submit a letter of recommendation from his/her academic department/University;
- c. Be interviewed by the Director of Field Experiences;
- d. Submit a completed application for visiting clinical intern;
- e. Complete a WP field placement application;
- f. Register for Clinical Practice II at the sending institution and
- g. Make payment of fees to Office of Field Experiences, William Paterson University for supervision, cooperating teacher, supervisor travel and other costs by August 1st for fall semester placement or November 1st for spring semester placement.

### Glossary

#### From the NJ Department of Education Administrative Code

“Clinical experience” means the diverse, guided, hands-on, practical applications and demonstrations in educator preparation programs of professional knowledge, skills, and dispositions through integrated, collaborative, and facilitated learning and practice in early field, practicum, and other opportunities that occur prior to clinical practice. The activities and responsibilities take place across a variety of settings and are integrated throughout the educator preparation program.

“Clinical intern” means a candidate engaged in the clinical practice component of an educator preparation program. “Clinical practice” means the culminating field-based experience or internship. In this hands-on experience in a P-12 setting, candidates demonstrate their knowledge, skills, and dispositions to be effective

educators.

“Clinical supervisor” means an individual hired by an educator preparation program to assess, support, and develop a candidate’s knowledge, skills, and/or dispositions at some stage in the clinical component.

<http://www.nj.gov/education/code/current/title6a/chap9.pdf>

Source

National Council for Accreditation of Teacher Education. (2002). *Professional standards for the accreditation of schools, colleges and departments of education*. Washington DC.