**COURSE-EMBEDDED PRACTICUM PROPOSAL**

**PRACTICUM PROPOSAL FORM:** The Practicum Proposal Form (see below) is to be completed by the Liberty candidate who is preparing to begin a 30-hour course-embedded practicum. Type your answers into the right-hand column below and submit this form in your Blackboard course. This form is a course assignment and does not replace requirements associated with the requesting procedures through the Field Offices.

**PRACTICUM PLACEMENTS:** All candidates must follow the Field Placement Office [requesting procedures](http://www.liberty.edu/academics/education/teacher/index.cfm?PID=25664#Placement%20Requesting%20Procedures). Requests are due by Wednesday of Week One. Even if you are employed as a teacher or another position in the school system, you must still follow the requesting procedures as outlined [here](http://www.liberty.edu/academics/education/teacher/index.cfm?PID=25664#Placement%20Requesting%20Procedures). A new request must be submitted for each practicum course.

**FEM FORM:** In addition to submitting this Practicum Proposal Form in your Blackboard course and completing the practicum request form, you must also complete an online Field Experience Management (FEM) form available by clicking [here](https://www.liberty.edu/index.cfm?PID=25664#Placement%20Requesting%20Procedures). By completing the online FEM form, you are preparing a site where your onsite mentor can go to assess your practicum. A new FEM form must be submitted for each practicum course.

**FES FORM:** Before enrolling in EDUC 699, course-embedded field experiences should add up to 120 clock hours and expose the candidate to five settings (elementary, middle, high school, central office, and agency) and to diverse student populations. These 120 hours will be divided among four courses with 30 hours of field experiences each. Click on [Field Experience Summary (FES)](https://www.liberty.edu/index.cfm?PID=25664#Field%20Experience%20Summary%20(FES)) to access the form on which the completed experiences are to be documented. (During EDUC 699, a minimum of 200 hours will be added to the 120 course-embedded field experience hours to total 320 cumulative required through the duration of the program.)

**Courses Requiring 30-Hour Field Experiences:** EDUC 640, 646, 647, 648, 740, and 742.

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| **NAME:** *This is the name of the Liberty student completing the practicum.* | Your Name: \_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **POSITION**  *This is the current position of the Liberty student completing the practicum.*  *Place an “X” in the blank before one of the statements.* | \_\_\_\_\_ **Current Classroom Teacher**: If you check this, complete all steps above (Practicum Proposal Form, [Practicum Request](http://www.liberty.edu/academics/education/teacher/index.cfm?PID=25664#Placement%20Requesting%20Procedures), and [FEM Form](http://www.liberty.edu/academics/education/teacher/index.cfm?PID=25664#Placement%20Requesting%20Procedures)). You may need to arrange some release time so that the majority of your field experience hours are during school hours while students are on campus. This is a licensure requirement.  \_\_\_\_\_ **Current School Administrator:** principal, assistant principal, headmaster, superintendent, assistant superintendent, dean, district officer, etc. If you check this, complete all steps above (Practicum Proposal Form, [Practicum Request](http://www.liberty.edu/academics/education/teacher/index.cfm?PID=25664#Placement%20Requesting%20Procedures), and [FEM Form](http://www.liberty.edu/academics/education/teacher/index.cfm?PID=25664#Placement%20Requesting%20Procedures)). Also, please enter here the administrative title that you currently hold: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_ **Not Presently Working in a School:** If you check this, complete all steps above (Practicum Proposal Form, [Practicum Request](http://www.liberty.edu/academics/education/teacher/index.cfm?PID=25664#Placement%20Requesting%20Procedures), and [FEM Form](http://www.liberty.edu/academics/education/teacher/index.cfm?PID=25664#Placement%20Requesting%20Procedures)). |
| **SETTING: In which setting(s) will your practicum take place?**  *All five of these settings must be represented during the 120 course-embedded field experience hours before the EDUC 699 internship.* | Place an “X” by all settings you’ll be exposed to during this 30-hour practicum:  \_\_\_\_\_ Elementary School  \_\_\_\_\_ Middle School  \_\_\_\_\_ High School  \_\_\_\_\_ Central/District Office (superintendent, headmaster’s office, etc.)  \_\_\_\_\_ Agency (public or private agencies outside the school itself that provide services to students and/or their families; may include Health and Human Services, Child Protective Services, court system, law enforcement, tutorial services, counseling agencies, etc.) |
| **LETTER: Letter to Onsite Mentor from Liberty University** | \_\_\_\_\_ I have printed out the letter from LU at the bottom of this document and have delivered it to the cooperating administrator for this practicum. (Scroll down to the bottom of this document to access the letter.) |
| **ACTIVITIES: List the types of activities you and your onsite mentor have arranged for your practicum. Be specific.**  *Activities should not be typical teacher duties but should involve tasks related to administration, instructional supervision, organizational management, or educational leadership. Ideas for activities may be gained by reviewing the learning outcomes on the course syllabus, incorporating activities related to the course benchmark assignment, or by reviewing the standards for school administrators.* | List of Specific Activities |
| **FORMS**  *Place a check in every blank. If there is a blank you cannot check, contact your instructor for clarification.* | ***Before my practicum . . .***  \_\_\_\_\_ I will submit this Practicum Proposal Form in Blackboard to inform my instructor of my planned practicum activities.  \_\_\_\_\_ I will complete the [Practicum Request](http://www.liberty.edu/academics/education/teacher/index.cfm?PID=25664#Placement%20Requesting%20Procedures) as outlined on the Field Experience website.  \_\_\_\_\_ I will complete the [FEM Form](http://www.liberty.edu/academics/education/teacher/index.cfm?PID=25664#Placement%20Requesting%20Procedures) to set up an online site where my mentor may go to evaluate my practicum.  ***After my practicum . . .***  \_\_\_\_\_ I will submit to Blackboard an updated [Field Experience Summary (FES)](http://www.liberty.edu/academics/education/teacher/index.cfm?PID=25664#Field%20Experience%20Summary%20(FES)) form including all course-embedded field experiences up to this point in my program at Liberty.  \_\_\_\_\_ I will remind my onsite mentor to complete the Field Experience Assessment (FEA) on [LiveText](http://www.liberty.edu/academics/education/teacher/index.cfm?PID=25664#FEM%20Tutorials) by entering the username and password e-mailed to my mentor at some point during the practicum. |

***PRINT OUT THE LETTER BELOW AND SUBMIT IT TO YOUR ONSITE MENTOR.***

**TO: Onsite Practicum Mentor**

**RE: 30-Hour Practicum in Administration/Supervision**

Liberty University is thankful for administrators who assist our candidates in completing practicum requirements for a license in administration/supervision. Presently, the candidate you are assisting is taking a course that requires a 30-hour practicum in an accredited school. The majority of those hours are to occur during the school day while students are on campus.

The purpose of this practicum is to expose the candidate to a variety of duties related to school administration. Guidelines for activities are presented in the following licensure requirements:

* **PRACTICUM EVALUATION:** At some point during the practicum, the mentor will receive an e-mail with a link to an online evaluation form and with a username and password to access it. The student will notify the mentor when it is time to submit the online evaluation.
* **ACTIVITIES:** Appropriate activities would be those related to instructional supervision, organizational management, or educational leadership. For more specific ideas, the candidate may provide you with a copy of the course syllabus. Any activities that align with the course learning outcomes would be appropriate.
* **HOURS:** Minimum of ***320 cumulative clock hours*** of field experiences divided into ***120 course-embedded early field experiences*** before the formal internship and ***200 hours of internship*** at the end of the program.
* **SETTINGS:** Exposure to ***five settings*** (elementary, middle, high school, central office, and agency) by the end of the program. It is recommended that exposure to most of these settings occur before the internship at the end of the program so that the candidate is not rushing at the end to meet this licensure requirement. ***Central office*** exposure may be activities, meetings, interviews of district office personnel. In a private school, this might involve exposure with the head of school, superintendent, or headmaster’s office. ***Agency*** exposure may be met by interacting with either public agencies (for example, health and human services, child protective services, judicial system, etc.) or private agencies (such as tutorial, counseling, childcare, etc.).
* **K-12 STUDENT POPULATION:** Exposure to ***diverse student populations***. This diversity might involve urban, suburban, and rural settings with students of low, middle, and upper socio-economic status. It should include learning exceptionalities, special needs students, cultural diversity, talented/gifted, English language learners, etc.
* **INTERNSHIP:** At the end of the program, the 200-hour internship must occur in a ***public school or accredited nonpublic school***.

You are welcome to contact the LU faculty member throughout the semester with questions or concerns either by e-mail or telephone. The candidate will provide you with the name and contact information of the faculty member or you may call the number below.

We appreciate your service to the profession and are grateful for your investment in the leadership potential of this candidate.