

M E M O

TO: The Candidate Addressed
FROM: Joanna Martinez and Gilbert Antunez
SUBJECT: Clinical Teaching – undergraduate and graduate routes

A supervised teaching experience is required for initial teacher certification in Texas (TAC, Title 19, Part 7, Chapter 228, Rule §228.2). A candidate may choose to complete Clinical Teaching, which is a minimum 14-week, full-time, unpaid assignment at a public school accredited by the Texas Education Agency (TEA) or other school approved by the TEA and the Office of Teacher Preparation. The clinical teacher is in the classroom of an experienced teacher who guides and assists the candidate's development. During that assignment, university field supervisors also provide ongoing supervision, support, and guidance and contribute to a successful clinical teaching experience. The field supervisor completes at least three observations of the clinical teacher delivering instruction, conferences with the candidate and cooperating teacher, submits observation reports to our office, and offers additional assistance as needed.

Eligibility for clinical teaching includes admission to the program, completion of 40 hours of early field experience, reflection of field experience, passing both the content and PPR exams (by December 1 for a spring placement and by June 1 for a fall placement), and completion of all required courses. The clinical teaching assignment is dependent upon availability of a placement. The Director for Teacher Preparation and Advising, makes all clinical teaching placements for WTAMU. Candidates are not to personally contact schools regarding placements; such actions will result in nullification of the clinical teaching application.

The application deadline for clinical teaching is the semester prior to the clinical teaching experience: Dec. 1 for a spring placement and June 1 for a fall placement. Return the application, resume, test score report or registration ticket, critical thinking questions, photos, and agreement with the initial fee payment and signed invoice (PACE apps) to the Office of Teacher Preparation on or before the deadline. The staff will confirm eligibility for placement. Please call or email Ms. Angela Dallas, 806.651.2668 or adallas@wtamu.edu; or Ms. Tracy McNutt, tmcnutt@wtamu.edu, if you have questions.

Graduate Clinical Teaching Applicants:

A clinical teaching fee of \$1200.00 provides revenue to offset the cost of services and required supervision, which is a program fee separate and apart from tuition for clinical teaching courses. **The initial payment of \$300.00 must be included with the application**, and two payments options are:

- Payment of the \$900.00 balance prior to clinical teaching (December 1 or June 1), or
- Payment of the \$900.00 balance in three installments of \$300.00 each, due the first of each month of the clinical teaching semester (Sept/Oct/Nov or Feb/Mar/Apr).

Upon verification of prerequisites and initial fee payment, candidates will be granted approval to register into 6 hours of clinical teaching courses, EDPD 6398 and EDPD 6399. **Payment of tuition for these courses is the candidate's responsibility.** Failure to submit fees may result in a denial of credit for the clinical teaching semester.

CLINICAL TEACHING APPLICATION:

Clinical teaching semester/year:
 Fall _____ (apply by Dec 1)
 Spring _____ (apply by June 1)
 UNDERGRADUATE ___ OR GRADUATE ___

SECTION 1: CANDIDATE/PROGRAM INFORMATION

Name: _____ TEA ID/WT ID#: _____ / _____
Last First MI

Address: _____
Street or PO Box City, State Zip

Personal Phone #: _____ Alternate #: _____

WT Email: _____ Preferred (checked daily): _____

Target Certification area and grade level: _____

Anticipated Date of Graduation: _____

SECTION 2: APPLICATION REQUIREMENTS (submitted with application to the Office of Teacher Prep)

- Completed/signed *Clinical Teaching Application and Agreement*
- Copies of TExES score reports or the "tickets" confirming test registration; *content and PPR exams must be passed no later than June 1 for a fall placement and December 1 for a spring placement.*
- Critical Thinking Questions
- An educational resume (http://www.wtamu.edu/student-support/cs-stu-res_int_wkshp.aspx)
- Two 2x2 passport sized photos (available for a nominal fee at Walgreen's or Walmart)

Graduate PACE (only below)

- Clinical Teaching Fee initial payment of \$300.00 required to reserve a placement **and** the signed invoice indication option for balance of payments

SECTION 3: CONFIRMATION SIGNATURES

I have reviewed the information provided in this application and understand the process involved in assigning me to a school and the need to provide all documents required in order to be placed at a school for clinical teaching.

I also understand that all placements are made through the Office of Teacher Preparation and Advising and that I will not personally contact schools regarding my placement; furthermore, completion of clinical teaching is dependent upon the availability of a placement in my area and grade level.

Candidate's signature / TEA ID _____ Date _____

This individual has met the requirements (full admission, field experience, course work, content exam) and is eligible for a clinical teaching placement.

EPP representative signature _____ Date _____

CLINICAL TEACHING AGREEMENT

I am a candidate in West Texas A&M University’s Educator Preparation Program (EPP) and have requested a clinical teaching placement. My initials and signature indicate my understanding of and agreement with the following statements:

- _____ I am not eligible for a clinical teaching assignment until I have been admitted into WT’s EPP including completion of early field experiences, passing all TExES exams for the target certificate by the required date, and I have completed all required courses on my plan.
- _____ I will provide all documents required with the *Clinical Teaching Application*, and I understand that all placements are made through the Office of Teacher Preparation and Advising and that I may not personally contact a school regarding my placement.
- _____ I will not be recommended for the standard certificate until I have completed all program requirements—course work **T**raini**n**g, clinical **T**eaching, and **T**esting.
- _____ Upon application for the standard certificate, the Texas Education Agency/State Board for Educator Certification (TEA/SBEC) will require fingerprinting for a criminal background check. Fingerprinting and certificate application fees are my responsibility. Current costs are fingerprinting, \$39.95, and the standard certificate, \$77.00 (subject to change).
- _____ If my clinical teaching experience is not successful for any reason, my status with the program will be re-evaluated and a second placement may be delayed by one semester.

Additional: For Graduate PACE Candidates

- _____ I am required to pay a clinical teaching supervision fee totaling \$1200.00 **which is a program fee separate and apart from tuition** for clinical teaching courses (EDPD 6398 & 6399). The initial fee payment of \$300.00 is included with the application, and I agree to pay the balance as indicated by my selection and signature on the attached invoice.
- _____ I will be given petition/program approval to enroll into clinical teaching courses, EDPD 6398 and 6399, and payment of tuition for these courses is my responsibility.
- _____ If I resign or I am dismissed from the clinical teaching assignment at any time during the semester, I will owe the program the balance of the entire fee (\$1200.00). If I fail to pay the fee, I agree that I will be responsible with all costs associated with collection efforts.

Printed Name

WTID/TEA ID

Signature

Date

Submit completed application, agreement, test score or registration ticket, essay, resume, passport photos, initial payment, and fee agreement to the Office of Teacher Preparation on or before the deadline December 1 for a spring placement and June 1 for a fall placement).

GRADUATE CLINICAL TEACHING SUPERVISION FEE AGREEMENT

I agree to pay a clinical teaching supervision fee totaling \$1200.00 to offset the cost of services and required supervision. The supervision fee is a program fee **separate and apart from tuition** for clinical teaching courses (EDPD 6398 & 6399). The initial fee payment of \$300.00 is included with the clinical teaching application, and I agree to pay the balance as indicated by my selection and signature below.

<input type="checkbox"/> Option I	Initial payment of clinical teaching supervision fee, due with application (June 1 for fall placement or December 1 for spring placement),	\$ 300.00
	and Balance of \$900.00 due prior to clinical teaching (September 1 for a fall placement or February 1 for a spring placement)	\$ 900.00
Total		\$1200.00

<input type="checkbox"/> Option II	Initial payment of clinical teaching supervision fee, due with application (June 1 for fall placement or December 1 for spring placement),	\$300.00
	and Balance of \$900.00 in three monthly installments, \$300.00 the 1 st of each month of the clinical teaching semester (Sept/Oct/Nov or Feb/March/Apr).	\$300.00
		\$300.00
		\$300.00
Total		\$1200.00

I agree to pay the clinical teaching supervision fee as indicated above. I understand that I will not be recommended for the standard certificate, even if eligible, until all financial obligations are met.

Printed Name _____ Signature _____ WT ID/TEA ID _____ Date _____

Make checks payable to WTAMU-PACE; include a copy of this invoice and mail to the address below:

**OFFICE OF TEACHER PREPARATION AND ADVISING
Attn: Tracy McNutt
WTAMU Box 60208
Canyon, TX 79016-0001**

If you have any questions concerning this invoice, contact Tracy McNutt, 806.651.2599.

Updated 10/31/2016

∞ Critical Thinking Interview Questions ∞

WT ID#: _____ TEA ID#: _____

Name: _____

Teaching Field: _____
(e.g. EC-6, 4-8 Math, 7-12 ELAR, SES, Music, etc.)

Directions: These questions are part of your application into the Teacher Education Program. Type your answers using one page per question, double-spaced. Attach this page to the front of your typed answers.

1. Write about a past situation in which you had to make an *immediate* decision. Give an example of when you had to make this decision when you did not have all of the facts available. What process did you follow under such circumstances and were you satisfied with the results?
2. If state testing went away tomorrow, would teachers actually teach differently? Support your stance with examples.
3. If something were “Google-able”, why would we spend precious time teaching it?