

# HCPS Clinical Education

## Guide to Pre-Service Teaching Experiences

Each year, HCPS hosts over 1000 College of Education students from colleges and universities nationwide who have approved MOUs with the district. From Introduction to Education courses and early field experiences to final internships, future educators gain authentic, relevant experience working in HCPS classrooms. All placements are coordinated through the HCPS Clinical Education Team, which liaises between the district's college and university partners and school principals. The Clinical Team also ensures that safety protocols are followed, university requirements are met, and teachers receive in-service credit for hosting students.

### Introduction to the Education Profession

Students enrolled in Introduction to Education courses complete up to 15 observation hours in a classroom setting. Host teachers do not need to be clinical education certified, but should be models of effective teaching practices. Host teachers receive three inservice hours for hosting Introduction to Education students and may host two students each semester.

### Early Field/Early Practicum/Methods Courses

Early field requirements vary among schools and between programs. Generally, students spend one day a week during a semester with a host teacher. Students may observe, assist with non-instructional tasks, conduct case studies, and/or co-plan a lesson. Host teachers typically do not need to be clinical education certified but must be models of effective teaching practices. Host teachers are assigned two students and receive 10 inservice hours.

### Practicum

College of Education students complete a practicum in the last semester prior to the final internship. During the practicum, students observe, assist with planning, pull small groups, and take responsibility for some instructional tasks. Most colleges/universities require that host teachers are clinical education certified. Host teachers must be models of effective teaching practices. They are assigned one student per semester and receive 10 inservice points.

### Final Internship

Final interns work full-time with their host teachers and are responsible for planning, delivering instruction, grading student assignments, and participating in professional activities and duties. Host teachers must have clinical education training and be models of effective teaching practices. Host teachers receive 30 inservice points. Final interns may substitute for their host teachers during their internship and work as long-term substitutes between the end of their internship and graduation.

### MAT Students

Master of Arts in Teaching (MAT) students have undergraduate degrees and are working towards certification via an advanced teaching degree. MAT students may opt for a traditional internship or seek employment during their final semester of study, which serves as a "paid internship." MAT students must be assigned a clinical education-certified teacher who will observe and mentor them and work with the university to ensure all requirements for the internship are successfully completed.

### Intern Certification Pathway

Undergraduate College of Education students who have 60 hours of credit, have completed early field experiences, and have passed their subject area examination are eligible to begin teaching under the state's new Intern Certification Pathway. The student must gain approval from the college or university, apply to the State of Florida, and secure employment. Intern Certification Pathway students are issued a five-year temporary certificate.

#### Jessica Doherty

Manger, Performance Evaluation

#### Sara Kay Bonti

Department Manager

#### Christie Gold

District Resource Teacher

#### Rich Kearney

District Resource Teacher

#### Elora Spoto

District Resource Teacher

#### Vision:

Preparing the next generation of passionate and prepared educators.

#### Mission:

To provide experiences and supports that enable future educators to develop expertise that impacts student achievement and elevates the teaching profession.



# HCPS Clinical Education

## Processes for placing college & university students in HCPS classrooms for observations and field experiences

### College of Education Students (early field, practicum, and final interns)

To ensure the safety of HCPS students and staff and to provide equity in the placement of future educators, the HCPS Clinical Education Team uses the following process to place College of Education students in classrooms:

- Colleges and universities with Memorandums of Understanding (MOUs) with HCPS submit requests to the Clinical Education Team (ClinicalEducation@hcps.net). Requests must include student information, fingerprint or Raptor verification, and specific course requirements.
- The Clinical Team reviews student information such as:
  - College and university requirements/requests
  - Geography and transportation
  - Prior experiences in HCPS classrooms
  - Cohort/cluster requirements
- The Clinical Team confirms the eligibility requirements of potential host teachers (Clinical Education training, Effectiveness Rating, teaching schedule, Human Resources and Office of Professional Standards concerns, etc.).
- The Clinical Team contacts principals for initial approval of host teachers.
- The Clinical Team or principal contacts teachers to confirm willingness to host.
- The Clinical Team matches students with qualified host teachers, provides lists of those assignments to colleges and universities, and maintains assignments in their database.

**Professors/Instructors and College of Education students may not contact school sites or teachers regarding placements. Changes to placements must be coordinated through and approved by the Clinical Education Team.**

### Introduction to the Education Profession/Pre-Education Students

The HCPS Clinical Education Team processes requests from Introduction to the Teaching Profession professors and instructors from our college and university partners. Students enrolled in Introduction to the Teaching Profession and similar courses have not started field work for the College of Education. These courses are for students interested in majoring in education or enrolled in a class that is a prerequisite for entering a College of Education and require observation hours in classrooms. The HCPS Clinical Education team uses the following process:

- Colleges and universities with approved MOUs with HCPS submit requests to the Clinical Education Team (clinicaleducation@hcps.net)
- The Clinical Team contacts principals and compiles a master list of teachers willing to host observation students.
- The Clinical Team receives requests from university partners; requests include the course and number of students anticipated.
- The Clinical Team provides the universities with the directions for student placement eligibility:
  - Registration in the HCPS Volunteer RAPTOR system
  - Completion of the Professional Expectations for Observation in HCPS form
- Universities are provided with school placement options based on students' geographic preferences; universities respond with a list of students and their choices.
- The Clinical Team confirms the eligibility of students for placement.
- The Clinical Team pairs student with volunteer host teachers and notifies the principals and teachers.
- The Clinical Team provides pairing and teacher contact information to universities.

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