

EER Practicum Policies August 2009

Practicum:

Attendance – Candidates are expected to attend school on every scheduled practicum day. Supervisors and schools/cooperating teachers must be notified of any absences before the school day begins. Discuss early in your practicum the most effective way to contact your cooperating teacher.

Contact time is established with each cooperating teacher based on the school's day. It is expected that, *at a minimum*, candidates in all day practicum will arrive 15 minutes before students and stay 15 minutes after students leave. Supervisors must be notified of the exact contact time.

Make up days – Any make-up days must be approved by the supervisor and cooperating teacher. The following parameters apply:

- Any missed time, must be made up.
- If you miss a day (with proper notification) and do NOT make up the day, your final grade will drop a full grade.
- Repeated absences, even with proper notification, will require a doctor's excuse or other documentation.
- If you miss 2 or more days without appropriate notification, you will be removed from your placement and fail the course/seminar. This may also impact your success in co-requisite courses.

Special Days

Assessment Day – candidates who are not involved in a University assessment must attend practicum. If you are involved in an assessment on your practicum day, you do not need to make up that day; you must notify your supervisor and cooperating teacher.

Weather Cancellations – candidates do not have to make up days missed due to weather-related school closures unless there are extenuating circumstances. In this case, the department chair will make an announcement regarding appropriate make-up.

JMU holidays – candidates are not required to attend practicum on JMU holidays. If JMU classes are cancelled for less than one full day, candidates must attend practicum (i.e. Madison Day).

Exam Week – exam week is not a regularly scheduled practicum week; make-up days can occur during this time.

Banked days/time – candidates cannot bank days or time to facilitate planned absences.

The procedure for documenting attendance at practicum will be determined by the seminar instructor/supervisor and cooperating teacher.

Seminar

Attendance – your seminar will meet several times during the semester. Punctual attendance is required. Your seminar instructor will identify the number and dates for your sessions. You may not attend other sessions to facilitate planned absences or make-up days without prior approval of the instructor. Your instructor will determine the consequence of missing a seminar.

Grading – your grade will be determined by your seminar instructor. The grade will reflect practicum attendance, final evaluation by the cooperating teacher, seminar attendance/participation and assignments.