



***PRE-STUDENT TEACHING
CLINICAL EXPERIENCE HANDBOOK***

**OFFICE OF CLINICAL & FIELD EXPERIENCE
COLLEGE OF EDUCATION
MINNESOTA STATE UNIVERSITY, MANKATO**

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**1. CONTACT INFORMATION FOR CLINICAL AND FIELD EXPERIENCE
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2. ROLES AND RESPONSIBILITIES

B. Office of Clinical and Field Experience

The Office of Clinical and Field Experience services students and instructors by:

- Expediting background checks
- Locating possible placement sites
- Communicating instructor requests for placement to host sites
- Reporting responses to instructors and their students

The Office of Clinical and Field Experience maintains a clinical data base which:

- Records placements
- Records evaluation results from the student's clinical experience

Staff is available during the first two days of class to direct the students in each section how to complete and return forms for backgrounds checks, and complete and return student placement requests.

C. Departments/Instructors

- Make clinical requests for designated courses to the Office of Clinical and Field Experience
- Inform students of the nature and purpose of the clinical
- Collect background checks and payment and turn them in to the Office of Clinical and Field Experience
- Pass on information regarding the location/date/time of placements to students, once confirmation is received from the Office of Clinical and Field Experience
- Communicate expectations/evaluation criteria to host schools and teachers before the clinical takes place
- Collect evaluations from host teachers

D. Students

- Complete background check and placement forms
- Pay the background check fee (\$15)
- Inform the instructor, director, or assistant director of any questions, problems, or changes that arise in regard to clinical experiences

E. Clinical Host Schools

- Respond to requests from the Office of Clinical and Field Experience to host MSU students for clinical experience
- Communicate any concerns to the Office of Clinical and Field Experience and the instructor

F. Cooperating Teachers

- Agree to host and assist the student in performing their clinical tasks
- Complete and return student evaluations to the course instructor

3. STUDENT BACKGROUND CHECKS

All courses (including service learning) that require clinicals, will conduct a background check on each student prior to the clinical each semester. The process is as follows:

1. The Director or Assistant Director of Clinical and Field Experience should be contacted to come to the instructor's class during the first or second class meeting.
2. The Director/Assistant Director will provide students with directions regarding the completion of the background check request form and clinical placement form.
3. Students will complete and return the forms to the instructor within the first week of the semester. Payment (in check form) will be attached.
4. Instructors will return the completed forms in an envelope to the Office of Clinical and Field Experience (AH 119) by the end of the second week of the semester. The instructor will keep a record of the students who turned in their forms/check. The instructor will submit a list of students who have not handed in forms to the Assistant Director of Clinical and Field Experience.
5. The Office of Clinical and Field Experience will inform instructors of students who have criminal records as well as those who are cleared (Data Privacy laws apply.)
6. The Office of Clinical and Field Experience will inform host building principals of the background check results. The list will include names of students who did and did not have a criminal record.
7. Principals will communicate to the Director of Clinical and Field Experience if they are not willing to admit students with records into their building.
8. The Director of Clinical and Field Experience will communicate any refusals to course instructors and to the identified students.

4. PLACEMENT PROCESS

A. Block Clinicals (Courses that have been scheduled as a block to provide class meeting time to work at a clinical site.)

1. The Office of Clinical and Field Experience will work with departments and instructors to locate sites for clinical placements. The Director or Assistant Director will contact principals at the school sites to provide initial information and get confirmation of their willingness to host the block clinical.
2. Instructors will work with the principals and host teachers to collaboratively set dates and to communicate specific expectations for the clinical. Assistance is available from the Office of Clinical and Field Experience.

3. The Director or Assistant Director will have students fill out a clinical placement request form at the first class meeting. All clinical placement forms will be returned to the Assistant Director (AH 301I) by the end of the second week of class.
 4. Instructors will work with the principals to assign students to participating teachers at the clinical sites. Assistance is available from the Office of Clinical and Field Experience.
 5. If the Director or Assistant Director makes the assignments, copies of the assignments will be given to the instructor by phone or email. The instructor will inform students of their assignment.
- B. Individual Clinicals** (Courses that are not scheduled in blocks but which require individual placement of students at several host schools.)
1. The Director or Assistant Director will contact principals to secure host schools. The principal will identify cooperating teachers whose schedules coincide with the students' availability. Principals will return the name of the cooperating teachers to the Assistant Director.
 2. The Director or Assistant Director will provide copies of the assignments to the instructor via email or phone. Instructors will inform students of their assignment.
- C. Class Visits** (Prior to the clinical experience, the entire class visits the school during a class session.)
1. The instructor may contact the Director or Assistant Director for assistance setting up a school visit. The Director or Assistant Director will communicate the date/time for school visit to the instructor.
 2. The instructor will inform students of the date/time for the school visit. If transportation is needed to and from the school site, the instructor will contact the Assistant Director to make van arrangements.
- D. Tutoring** (Courses that provide personal tutoring or web tutoring of individuals on-line.)
1. The Director or Assistant Director has a list of schools that are interested in working with courses/students that require individual or web tutoring. The Director or Assistant Director will handle requests for block courses and/or specialized situations.

5. COMMUNICATION

A. Results of Background Checks

1. A cover letter along with the results of the background checks will be provided for all instructors. The notice will include names of students with no violations, and the names of students with violations along with the nature of the violation. (Data Privacy laws apply.)

2. Background check information will be provided for the principals of the host schools. Each principal has the authority to accept or reject students with violations and will communicate rejection of a student to the Director of Clinical and Field Experience.
3. The Director will notify the student and his/her instructor of the rejection due to the reported violation.

B. Update on Stage of Placement Process

1. Every effort will be made to communicate information to instructors and students about the attempts to find host schools and teacher placement information as it is obtained.

C. Communicating Clinical Operations and Data Collection at the Site

1. Once a site has been located, it is the responsibility of the instructor to communicate information about the operation of the clinical to cooperating teachers at the school site. This includes evaluation forms and directions for the completion of the forms at the conclusion of the clinical.

6. EVALUATION DATA COLLECTION, REPORTING, STORAGE, AND RETRIEVAL

A. Collection of Evaluation Data from Host Teachers

1. At the conclusion of the clinical, the course instructor will make arrangements for collection of student evaluation forms from the host teachers.

B. Reporting of Individual Student Results by Section

1. Instructors will organize the forms by course/section and will place them in a separate folder with a class roster attached to the front. Folders are to be received by the Office of Clinical and Field Experience no later than the last week of the semester.

C. Notification of Incomplete or Unsatisfactory Completion of Clinicals

1. The Director and Assistant Director should be notified in writing of any student who has not completed the clinical or who has an unsatisfactory rating in any component on the evaluation rubric. All students designated incomplete or unsatisfactory must complete another clinical before progressing.

D. Storage and Retrieval of Data

1. Instructors may review the results of previous clinical experiences for incoming students, student advisees, or for letters of recommendation.

7. RECOMMENDATION FOR IMPROVEMENT

Departments are encouraged to contact the Director and/or Assistant Director at the end of the semester to communicate improvements or changes needed in the clinical process.