



## School of Education & Health Sciences

# CLINICAL EXPERIENCE APPLICATION PROCESS

### 1. Complete Clinical Experience Application, Good Moral Character Form and Professional Statement and submit to Teacher Education Office

- Forms can be found at [https://www.udayton.edu/education/office\\_dean/ed\\_field\\_office/clinical.php](https://www.udayton.edu/education/office_dean/ed_field_office/clinical.php)
- All pages of the application must be complete and accurate to avoid a \$50 late fee.
- If there are special circumstances, such as eligibility for ADA accommodations, military obligations, or other legitimate considerations impacting clinical placement, please include a description on application.
- Transportation to and from the school site is the responsibility of the licensure candidate.

### 2. Registration for your Clinical Experience

- Once approved for your Clinical Experience, it is the student's responsibility to **register using the web registration system** for your required coursework.

### 3. Clinical Experience Placement Procedures and Information

- Eligibility for Clinical Experience will be verified by the Department of Teacher Education. Verification process includes:
  - Completion of required courses
  - Required overall GPA in professional education courses and concentration courses
  - Departmental Approval
- Approved applications are forwarded to the Educational Field Office (EFO). The licensure candidate's file is screened for diverse field experiences.
- Placement preferences requested on the application will be given consideration.
- The Teacher Education faculty and Educational Field Office personnel collaborate to discuss appropriate clinical experience placements.
- All official clinical experience requests are processed through EFO. Licensure candidates are NOT permitted to arrange their own placements.
- Licensure candidates will be notified by email with official confirmation of the clinical experience placement when it is approved by the district, school and program coordinators.
- Upon receiving email notification of placement confirmation, it is the licensure candidate's responsibility to contact the Clinical Educator or principal to arrange a visit to the school.
- A "LATE FEE" of \$50 may be charged if all paperwork is not submitted by the due date. **Placements are not guaranteed on applications received after posted deadline date.**

- Licensure candidates will not be placed in a school district where relatives attend or are part of the staff.

#### **4. Clinical Experience Opening Seminar**

- The purpose of the mandatory clinical experience
  - Preview your responsibilities as an intern as outlined in the Clinical Experience Handbook.
  - Dissemination of information from Career Services.
  - Discussion of educational legal issues related to your clinical experience.
  - The seminar provides the interns an opportunity to meet with his/her university liaison and program coordinator.
- All seminars are mandatory – ATTENDANCE WILL BE TAKEN AT ALL SEMINARS.
- Insurance
  - University of Dayton insurance covers liability for licensure candidates who are registered for clinical courses.
  - Before beginning the clinical experience, licensure candidates must verify that their health insurance will cover any accidents that might occur in the classroom for you.

#### **5. Additional information**

- Clinical interns will follow your assigned school's schedule, not the University of Dayton's calendar. This includes holiday and spring recesses.
- If there is an emergency, c must contact the Clinical Educator, the University Liaison and the Principal's office. Absences will be required to be made up during the final week of the term.
- Please refer to the Clinical Educator Handbook for other important information relating to the clinical experience.
- For further information, contact the Educational Field Office.

**Educational Field Office  
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School of Education & Health Sciences  
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