**FREQUENTLY ASKED QUESTIONS (FAQs)**

**For Practicum Candidates in the Masters of Special Education Program**

**MSE 7990/7991/7992/7993**

**Q: How many Practica do I have to take in my program?**

**A:** There are three Practica in the Masters of Special Education program

(MSE 7991, 7992, 7993) for candidates who took their first MSE course in Fall 2012 or later. For candidates who took their first MSE course PRIOR to Fall 2012, only ONE practicum (MSE 7990) is required.

Each Practicum course is a combination of seminars and clinical experiences. The clinical experiences occur in a classroom serving students with exceptional learning needs and must add up to at least 35 hours in the designated classroom. For each Practicum in Option B and C students may apply for a reduction of hours. The reduction of hours form may be obtained during the first seminar and submitted to the Program Chair, Dr. Lane. The seminar portion of each Practicum course will total 21 hours.

**Q: When do I take my practicum?**

**A:** It is recommended that you take your Practica early in your program. However, you must successfully pass all sections of Praxis I and have (1) successfully completed MSE 7401 – Curriculum in Elementary Special Education to enroll in MSE 7990 or MSE 7991; (2) successfully completed MSE 7401 and MSE 7402 – Applied Behavioral Analysis for enrollment in MSE 7992, and (3) successfully completed MSE 7991 and 7992 for enrollment in MSE 7993.

**Q: When do the seminars meet and where can I take the courses?**

**A:** Practica seminars are offered at the **Wilson Graduate Center and New Castle, Georgetown, Cumberland, and Dover sites**. Practica are offered during the fall, spring and summer semesters. The clinical portion (school experiences) takes place in the county where the candidate attends the seminars.

 If you enroll in a Practicum section at New Castle, then your placement will be in New Castle County or NJ, PA and Northern MD; enrollment in a Practicum section in Dover equates to a placement in Kent County or Central MD; enrollment in a Practicum section in Georgetown equates to a placement in Sussex County or Southern MD. Northern MD School District = Cecil County School District. Southern MD School Districts = Caroline County, Dorchester County, Kent County, Queen Anne’s County, Talbot County, Wicomico County and Worcester County Public Schools.

**Q: How long are the seminars?**

**A:** There are four seminars over the semester. Each seminar is 5 ¼ hours.

**Q: How do I get a placement in the schools for the Practica? What are the placement procedures?**

**A:** Placements for the Practica are done by the Office of Clinical Studies. There are four steps candidates must follow in order to receive a placement:

 1. Candidates must register for their Practicum course.

2**.** Candidates must complete the Practicum Fieldwork Application located within their program on Task Stream.

3. Candidates must complete the Child Protection Registry (CPR) form and submit it to Mr. Tyler Wells by scanning and uploading to Taskstream. The CPR form is available in the COE Clearances section on TaskStream. Candidates must also obtain a clear TB/PPD exam. Candidates must scan and upload the document into Taskstream.

4. All candidates are required to obtain a CBC (Criminal Background Check) and submit the SEALED document from the DE SBI (State Bureau of Investigations) to one of three locations; New Castle – College of Education Peoples Building, Dover – Building B or Georgetown – main office. **Students may locate information regarding the CBC by visiting this site:** [**http://dsp.delaware.gov/StateBureauofIdentification.shtml**](http://dsp.delaware.gov/StateBureauofIdentification.shtml).

**Both registration and application, must be completed prior to the deadline for the semester for which you register**. For example, if you plan to take Practicum during the fall, the deadline for completing both steps is **August 5th**. If you plan to take Practicum during the spring, the deadline is **November 15th**. The summer deadline is **April 30**.

The Practicum Coordinator begins to seek a placement for you after you register for a Practicum and complete the Fieldwork Application. Please be advised that placements will be secured in the county in which your course seminars are held.

After you register for the Practicum and complete the Fieldwork Application, placements for the Practicum are arranged by the Office of Clinical Studies (OCS). Please be advised that placements will be secured in the county in which the course seminar is being held. Candidates are not permitted to make their own placement arrangements.

**Q: What happens if I am currently employed in an educational setting?**

**A:** Candidates requesting placement at their current educational setting must obtain prior approval from their Human Resources Department (HR). Please be advised of the following:

a. Wilmington University cannot guarantee placement in a school district in violation of district’s HR policy. If course description is required, please visit the course description page of the College of Education website: <http://www.wilmu.edu/courses/index.aspx>

b. Candidates must upload a copy of their official approval into Taskstream application.

c. Your placement request must be aligned to the expectations of the Practicum course criteria: Placement for candidates in MSE 7990 will occur in a low incidence educational setting. Placement for candidates in MSE 7991 will occur in a high incidence educational setting. Placement for candidates in MSE 7992 will occur in a low incidence educational setting. Placement for candidates in MSE 7993 will occur in either a high or low incidence educational setting (candidate’s choice).

d. All requests must be submitted via the fieldwork practicum application.

e. Please be advised that placements will be secured in the county in which the course seminars are held.

Reminder: It is the candidate’s responsibility to have HR office approval prior to the placement request by the Office of Clinical Studies.

**Q: How does the candidate complete the fieldwork application on Taskstream?**

**A**: Taskstream is the university’s vendor for your electronic portfolio, otherwise known as Efolio. The Practicum Fieldwork Application is only available via Taskstream. In order to access the application you must follow the steps below.

* 1. Register for your Efolio lab course on WebCampus. (Undergraduate candidates = EDU 102; Graduate candidates = MED 6102) Note: Registration for MED 6102 is a prerequisite for all MSE courses.
	2. View the required webcast located on your candidate schedule. (NOTE: You will need to complete the survey at the end of the webcast in order to generate a personalized activation code.)
	3. Register for the MSE Practicum prior to the deadline.
	4. Once you register for the MSE Practicum, you will receive an email from the Office of Clinical Studies Chair with a link to the Taskstream Field Placement Application. It must be completed by the registration deadline.

**Q: What if I have an unusual circumstance affecting my request for placement?**

**A:** Requests for a special placement or accommodations must be approved and verified by the MSE Program Chair and Office of Clinical Studies. For option A students only, in no circumstance may candidates contact a school district, principal, or teacher.

**Q: When can I expect to be notified about my placement?**

**A:** The placement process is an arduous and time consuming task that involves various levels of communication between districts and the Office of Clinical Studies. Candidates must understand that the Office of Clinical Studies makes every attempt to make timely placements as they are awarded by the districts. Taskstream will be used as the means in which to notify candidates placement award details; mentor teacher name, email, etc. Candidates must review the MY LINKS menu option on Taskstream’s homepage for the Field Placement link which provides the placement award details. Reminder: candidates may not contact districts, principals, or teachers to establish their own placements.

**Q: In what types of school settings do placements occur?**

**A:** The goal of the College of Education is to provide candidates with a variety of classroom experiences engaging diverse populations from various backgrounds, age ranges, and educational settings.

Placement for candidates in MSE 7990 will occur in a low incidence educational setting. Placement for candidates in MSE 7991 will occur in a high incidence educational setting. Placement for candidates in MSE 7992 will occur in a low incidence educational setting. Placement for candidates in MSE 7993 will occur in either a high or low incidence educational setting (candidate’s choice).

**Q: Can I use the same school for all of my placements?**

**A:** No. We will permit you to utilize the same school for no more than two of your clinical assignments. Please remember that the teacher internship is the fourth and final clinical requirement. Therefore, if you are currently teaching or have a desired teacher internship placement, then please do not utilize that school for more than one of your practica experiences. Teaching Internship must be in an inclusion, TAM, or resource classroom setting.

**Q: When will I be informed of the clinical details required in the program? In other words, what do I have to do during those 35 hours?**

**A:**  Instructors dedicate time during the first seminar to inform candidates about the required clinical details and respond to candidates’ questions about the requirements.

**NOTE:** Attendance is required at all seminars.

**Q: Will I be teaching during the clinical courses?**

**A: It depends!** Candidates in Practicum One (MSE 7991) are not expected to teach a lesson. During MSE 7992 (Practicum Two) and MSE 7993 (Practicum Three), candidates are required to teach at least two lessons and will be observed by Wilmington University faculty. Further details will be provided during the seminars. Sometimes a teacher may request additional tasks in the classroom. If this should occur, candidates are encouraged to assist because it serves as a wonderful training opportunity.

**Q: When do I start my time in the school?**

**A:** You are not allowed to start your clinical hours until after the first seminar. Once you have your placement assignment, it is your responsibility to work out a schedule with your Mentor Teacher. Please follow the steps below;

1. Contact your Mentor Teacher immediately (within TWO WEEKS) to set up observation hours. (NOTE: You cannot begin ANY hours until after the first semester meeting. Failure to contact your Mentor Teacher within two weeks of being notified of your placement may result in the loss of your placement).
2. Be sure to provide your course instructor with a copy of your observation schedule after coordinating this with your Mentor Teacher.

**NOTE:** It is important to remember that you are a guest in the school and that teachers are opening their classrooms to you. Therefore, it is important to be as flexible as possible with your schedule so teachers can accommodate you. It is also important to remember that the teacher will be depending upon you and that any change of plans needs to be immediately shared with them.

**Q: How do I schedule my 35 hours?**

**A:** As stated above, after contacting the teacher, try to establish a mutually agreeable schedule. Some candidates accomplish this by spending whole days in the classroom, while others do it in smaller segments of time. Your focus should be on instructional time, such as small and large group teaching sessions. REMEMBER: You must spend at least 35 hours in schools for each practicum experience.

**Q: What clearance items are required for placement?**

**A:** All candidates are required to obtain a CBC (Criminal Background Check) and submit the SEALED document from the DE SBI (State Bureau of Investigations) to one of three locations; New Castle – College of Education Peoples Building, Dover – Building B or Georgetown – main office. **Students may locate information regarding the CBC by visiting this site:** [**http://dsp.delaware.gov/StateBureauofIdentification.shtml**](http://dsp.delaware.gov/StateBureauofIdentification.shtml)During the application process in Taskstream, candidates are required to upload a completed CPR (Child Protection Registry Form) and a scanned document of clear TB/ PPD. Candidates starting the program Fall 2012 must have passed all sections of Praxis I. Praxis I scores should be sent to Wilmington University by ETS if the candidate identifies Wilmington University as the receipt of the scores. If they have now, the candidate is responsible to obtaining a copy of the scores, scanning and uploading the document into Taskstream.

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