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Revision Responsibility: Professional Education Council (PEC)  
Responsible Employee: Co-Directors, Educational Field Experiences

**Purpose:**

To define the placement procedures of the Educational Field Experiences (EFE) Office for licensure programs at The University of Southern Mississippi.

**Policy for Traditional, Initial Teacher Licensure Programs:**

Normal Procedure

The teacher candidacy experience for traditional, initial teacher licensure programs consists of two separate six-hour courses. Each six-hour course represents a student teaching placement in a K-12 school. Teacher candidates have two 7-week experiences in different settings: one in an upper setting and one in a lower setting. A University Supervisor and a Cooperating Teacher are assigned to each candidate for each course. Educational Field Experiences strives to place students within a 60-mile radius from campus. Requests for placements beyond the 60-mile radius are considered by the Directors, when an additional application is submitted. Teacher candidates will not be placed at a school where they have a close relationship; they will not be placed at a school where they have had 20 or more hours of experience (observation, practicum, volunteer, substitute teaching, or any other experience); and they will not be placed at a school that they have attended within the past 6 years. Because all course work must be completed and GPAs must be a 2.50 or above, the teacher candidate's Degree Progress Report (DPR) sheet must be cleared before student teaching.

Step 1:

- Teacher candidate submits the Teacher Candidate Agreement Form at one of the Teacher Candidacy Preparation Workshops held in the 2nd and 3rd week of the semester prior to teacher candidacy semester.
- Teacher candidates obtain requested signatures on Teacher Candidate Agreement form and return to EFE by the end of October for Spring candidates and by the end of February for Fall candidates.
- Using Tk20, teacher candidates complete application online to begin Teacher candidacy by October 15th for Spring candidates and by February 15th for Fall candidates.
  - How to complete the application on Tk20:
    - Log into Tk20 (<https://usm.tk20.com>) using your SOAR username and password.
    - Click on "Applications."
    - Click "Create" on left hand side.
    - From the drop down menu, choose: Application for Candidacy for \_\_\_\_\_ Term.
    - This is a professional document, EFE does not proofread; treat it as an application for

employment.

- Submit application once.
- Enroll with The University of Southern Mississippi for semester of field experience. Please remember to register for teacher candidacy classes through SOAR. If teacher candidates are not registered for classes, their placement cannot be loaded into Tk20.

Step 2:

- After the teacher candidate has submitted their application on Tk20, an e-mail will be sent from Mary Morris confirming the submission. Tk20 gives no notice of submission, please wait for the e-mail.
- Once applications are received, Ms. Morris will read all applications and send requests to districts.
- The district will contact district principals and request placements.
- Once the principals have responded to the district, placements will be sent to Ms. Morris.
- Ms. Morris will verify placements in Tk20 and then post to each teacher candidate. Placements will be received before the first day of the experience. Please check Tk20 for all placement information.
- Teacher candidate should then contact school administration upon notification of placement. When you receive your placement on Tk20, you will need to contact the principal of the school for an interview. This is a required element of your internship and must be done before you can begin your teacher candidacy. Dress professionally and have knowledge of the school and district before you are interviewed. You can obtain school contact information through Tk20 or by visiting the MDE website at [www.mde.k12.ms.us](http://www.mde.k12.ms.us). If a school or teacher contacts you about your placement and it is not loaded into Tk20, then your placement is not finalized. Please wait for your placement to be posted in Tk20 before contacting the principal.
- Teacher candidate should then prepare for teacher candidacy responsibilities.

Students must understand that placements are made by Educational Field Experiences and the district; students are not allowed to arrange their own teacher candidacy assignments. Prior arrangements will not be honored and placements could be delayed a full semester in these cases. Placements may change due to shifting of district personnel or unexpected circumstances and no placement will be made until Degree Progress Reports are clear. All communication for placements will be done through Tk20.

#### Courtesy Placement

The Co-Directors of EFE may approve placements either to or from The University of Southern Mississippi. All details pertaining to placements are handled on an individual basis; however, in addition to normal candidacy costs, students can expect to pay for a minimum of one visit from USM personnel which includes travel expenses, accommodations, and food. To request a Courtesy Placement, use the application on Tk20. The Courtesy Application is due October 15. Teacher candidates must complete a Courtesy Application if they will be more than 60 miles from a USM campus or if they are requesting placement in a state other than Mississippi. There are 2 types of Courtesy Placements

1. USM student attends NCATE accredited university after approval from EFE

Student finds school, enrolls at USM, pays outside university Courtesy Fee, and completes all requirements of outside university.

2. Outside of a 60 mile radius from USM campus

Student pays additional costs beyond the 60-mile travel cost.

Mileage is calculated using RandMcnally.com and the USM travel rate found at [www.usm.edu/travel](http://www.usm.edu/travel).

## International Placement

International placement is an invitation to apply for an opportunity to broaden horizons while enhancing a teacher candidates' future teaching career from a global perspective. Teaching overseas usually commences the second teacher candidacy experience of the semester. Applications for student teaching abroad are due at the same time as the standard student teaching application. An application for this experience is available on Tk20.

- International Applications are due October 15<sup>th</sup>.
- Placements are focused approximately 30 miles north or south of London.
- Financial Aid options can be pursued through the Office of Financial Aid.
- An approximate additional cost for the semester is \$4,000, depending on how much travel you choose to add to your trip.
- Selection and interviews will proceed after all paperwork is received.

### **Policy for Alternate Route, Initial Teacher Licensure Programs:**

For alternate route teacher candidates, there is no student teaching. Alternate route teacher candidates have an internship. It is the teacher candidate's responsibility to find an internship (which is a full-time teaching position in a Mississippi public school). The Teacher Center at the Mississippi Department of Education may be of assistance in finding an internship. Upon securing an internship, the candidate will register for the supervised internship. Southern Miss' staff/faculty will make classroom visits during the year as well as maintain e-mail and/or chatroom communications to address concerns experienced during instruction. Internships are designed for instructional support and assessment of teaching effectiveness. Mississippi law does not require an immediate internship. Teacher candidates have three years to secure and complete the internship and apply for the 5-year renewable license.