

Rowan University College of Education Field Placement Policies



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Introduction

The College of Education Vision Statement:

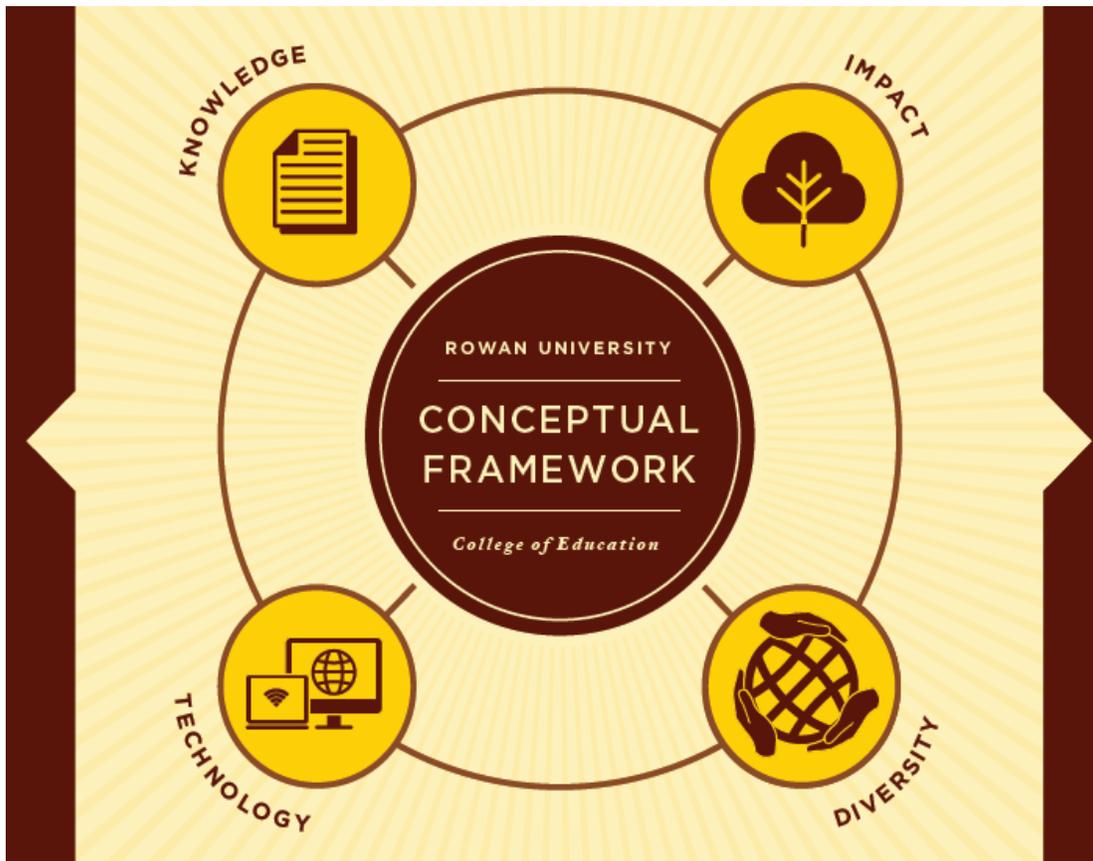
The College of Education will be a leading force in preparing and supporting reflective practitioners who use education to transform our global society.

Conceptual Framework

The four pillars of the College of Education Conceptual Framework are an important foundation that informs who we are and what we truly value.

The pillars are:

1. content and pedagogical knowledge,
2. technology to facilitate teaching and learning,
3. diversity with a commitment to social justice, and
4. impact on student learning.



Building a foundation of content and pedagogical knowledge, using technology to facilitate teaching and learning, valuing diversity with a commitment to social justice, and impacting P-12 student or client learning to inform our practices and provide a foundation upon which learning evolves.

Purpose of Field Placements

Candidates are placed in field settings to provide undergraduate and graduate candidates with opportunities to develop the knowledge, skills, and dispositions needed to foster academic achievement, social responsibility, personal responsibility and social justice in themselves so that they can, in turn, facilitate high achievement in P-16 learners.

This document includes information regarding policies and procedures relevant to all field placements, certification, and available resources for COE students. All candidates will follow this College of Education Placement Policy that is forged in conjunction with individual district policies.

All field experiences will be arranged in consultation with the respective program coordinators. The Office of Field Experiences, in partnership with district representatives, makes the final determination of placement.

For specific information about clinical practice, please refer to the Clinical Practice Handbook by following this link: [Clinical Practice Handbook](#)

Field Experience Placement Policies

Registration for Courses with Field

Registration for courses with required field components will close within 2 weeks after early registration to allow for necessary time for field requests and placement confirmations. Because of agreements with field partners, once placements are board approved and confirmed, changes cannot be made. To remain in good standing with CoE field partners, requests for changes will be kept to the absolute minimum.

NOTE: Please consider travel time to and from field when registering for other classes. It would be prudent to allow one hour travel time to return to campus. (updated 02/2016)

Benchmarks

All candidates must meet required benchmarks for field placements including clinical practice. Benchmarks are determined by the Teacher Preparation Student Progress Committee. The committee also coordinates the appeals process. Candidates for field must see their advisor for specific benchmark requirements such as GPA or [Praxis](#).

Field Fees

Field fees pay for stipends for cooperating teachers, training for cooperating teachers and university supervisors and mileage for university supervisors as well as services required to support field placements and coursework.

Field Fee for Education Major/Minor: \$50 per semester while in the program

Field Fee for Graduate Programs: Fees are assessed per course that requires field

Diverse Experiences

Accrediting agencies require that the College of Education provides candidate field experiences in socially, economically, and culturally diverse settings. The Office of Field Experiences is responsible for tracking each candidate to ensure diverse experiences using criteria such as the New Jersey Department of Education District Factor Groupings and the Teacher Cancellation Low Income Directory.

Placement Criteria

Field placement sites are determined by a number of factors, including established College of Education policy, the commitment to provide diverse field experiences, prearranged agreements with districts, the limited number of potential placements and/or schools and New Jersey

certification requirements. Therefore, individual requests for placement in a specific school for Teaching in the Learning Community I, Teaching in the Learning Community II and practicum cannot be accommodated. Students should not approach cooperating teachers, school staff or professors in an attempt to secure his/her own placement or supervisor for field experiences at any level.

Initial Teacher Licensure Clinical Practice (Student Teaching) Policies

An *appropriate* setting for field experience placements meets the following criteria:

Exist in a public or New Jersey-approved charter school district or private school/state agency (as appropriate for special education programs) within the following counties:

Atlantic
Burlington
Camden
Cape May
Cumberland
Gloucester
Salem

Other counties may be permissible but require advanced approval from the Department. Such requests will be handled on a case by case basis. These settings must:

- Be representative of schools in the State of New Jersey in terms of social, economic, intellectual, ethnic, religious, and abilities including special needs;
- Have a majority of the teachers in the designated school hold New Jersey Certification;
- Offer a balanced curriculum consistent with New Jersey Statutes and Administrative Code, and focusing on Common Core Standards;
- Provide, if a non-public school or agency, liability insurance coverage for candidates to observe and practice their skills in accord with their program and as notified and required by the Office of Field Experience in the College of Education.

Candidates are permitted to have out-of-state placements if advanced approval is granted by the program coordinator. In these cases, teachers with out of state certification in the applicable content area may serve as collaborating teachers.

Inappropriate Settings for Initial Teacher Licensure Clinical Practice

An inappropriate setting is a placement that is not aligned with the specific certification requirements. It is the policy of the College of Education not to place candidates for clinical practice in the same district where they:

- have attended school,
- have children attending,
- are related to employees,
- have been or presently are employed, full or part time (excluding substitute teaching),
- have been or presently are members of the Board of Education,
- are related to members of the Board of Education,
- have previously worked with the collaborating teacher as a paraprofessional, or
- are currently getting paid as an employee in that school/district.

Policies for Internship Placements for Advanced Degree Programs

Placement policies for advanced non-initial teacher licensure programs or other school professionals vary. Some programs allow/require placements within current employment. Students should see program coordinators for more information regarding placement policies for advanced and other school professional programs.

Counseling in the Educational Setting Placement Policies

It is the policy of the College of Education not to place counseling candidates in the same district where they:

- have attended
- children attending,
- are related to employees,
- have been or presently are members of the Board of Education, or
- are related to members of the Board of Education.

Counseling Interns are supervised by the on-site mentor. Rowan Faculty meets with the mentor once at the beginning of the field experience.

Other Graduate Level Programs

The Office of Field Experiences oversees the placement of other graduate level field candidates in collaboration with the program coordinators. Each of the following graduate programs has specific placement policies. For those policies, visit the department website or contact the program coordinator.

Department of Educational Services and Leadership

[School Psychology](#)
[Counseling in the Educational Setting](#)

[Higher Education](#)
[School Administration](#)

Department of Language, Literacy, and Sociocultural Education

[Reading Education](#)
[Teacher of Reading Endorsement](#)
[Reading Specialist](#)

Department of Interdisciplinary and Inclusive Education

[Special Education](#)
[Learning Disabilities Teacher Consultant](#)
[Teacher of Students with Disabilities](#) (Graduate)
[Teacher of Students with Disabilities](#) (Post-Bac)

Reapplication for Clinical Practice

Clinical practice Reapplication

Candidates who do not successfully meet Benchmark II will need to resubmit a clinical practice application on TK20 as soon as they meet this benchmark. See your advisor for the TK20 application window.

Re-admittance to Rowan University

Candidates who are seeking re-admittance into the College of Education or Rowan University to complete their clinical practice, must first complete a [Re-Enrollment Application](#) found on the Office of Academic Transitions Program website. Applicants must apply within three semesters after leaving the program and adhere to all current certification and program requirements. All placements for clinical practice will be in the seven southern counties. In some cases, re-admitted candidates may have to be placed in clinical practice in the following semester.

Candidate Responsibilities in Preparation for All Field Experiences

Professional Dress, Demeanor and Disposition

1. Candidates are responsible for providing their own transportation.
2. Districts may refuse your placement if questionable images or postings that reflect negatively about you are found on social media.
3. Districts may discontinue your placement if you present negative attitudes about your placement, the students in your care or your role as a pre-service teacher.
4. Districts may terminate your placement if they do not consider you as an asset to the learning experience.
5. Professional dress must be maintained at all times during field experiences and clinical practice.
6. Professional relationships must be maintained with students, colleagues and school staff.
7. Professionalism, courtesy, and respect should be maintained with all constituents at all times.

REMEMBER: Someone you meet during a field experience may end up being the person interviewing you for your first teaching position!

Program Eligibility Affidavit

The State requires that any individual who has a criminal history as defined in the New Jersey statutes N.J.S.A.15A: 6-7.1 et seq. or N.J.S.A.: 6-4.13 and listed on the above-noted form cannot be employed in a school and should not apply for a teaching certificate. Any individual who has a conviction and/or charges pending for a crime or offense listed on the "Applicant Authorization and Certification" form should inform his/her advisor or the Assistant Dean of the Office of the Student

Services Center about the situation. Failure to comply may necessitate withdrawal from the program. All students seeking field placement are required to sign the College of Education Certification Program Eligibility Affidavit verifying no convictions or pending charges (see p.11).

Criminal Background Check

Education Major and Minor students are regularly asked to complete background checks for field placements. Failure to secure a background clearance for any reason will jeopardize a student's field placement. It is incumbent upon the student to apply for the background check in a timely manner in order to receive clearance for school board approval prior to the start of the field placement. Any individual applying for a position in a public or private school in New Jersey will be required to undergo a criminal background check.

Mantoux Intradermal Tuberculin (TB) Test

It is mandated by the State of New Jersey that every college student who works indoors and has contact with pupils for at least 20 hours per month be tested for tuberculosis within six months of coming in contact with pupils in the schools of New Jersey. A Mantoux Intradermal Tuberculin Test is required. If a student has been tested within six months of contact with pupils, they must take proof to the Student Health Center in Linden Hall, where it will be recorded for future reference. If students do not have evidence of a Mantoux Test within the required six months, they must complete this requirement before beginning any field experience in a New Jersey public school setting. College students transferring between school districts within New Jersey do not have to be retested if there is a documented record of a Mantoux Test. It is the student's responsibility to provide a copy of this documentation to the school nurse or designee of the school/agency placement assignment.

Tests can be taken at local county agencies or candidates may have their own personal physician do the Mantoux Test, but they must take proof of the test to the Student Wellness Center where it will be recorded. Students must include the date of their last Mantoux Test on the Clinical Practice Application packet.

Insurance

New Jersey law requires that all students attending state colleges and universities have current health and accident insurance. Rowan University and some school districts require our students to sign a "Statement of Understanding and Agreement Regarding Student Participation in Off-Campus Activities, Field Trips, etc." This document requires a candidate to assume responsibility should he/she be injured while involved in University activities off-campus or at a school district. Further, that Statement requires that candidates indemnify and hold harmless the university/school district against any claim that may arise out of personal injury.

Therefore, it is important that every candidate's health/accident insurance be current while enrolled at Rowan University.

At Rowan University a student has two options for meeting his/her insurance obligation: Provide evidence of enrollment in an appropriate medical insurance plan (such as HMO or conventional medical plan) or purchase coverage from the carrier selected by Rowan University to provide the Student Injury and Sickness Plan.

It is the responsibility of each Rowan student to ensure that he/she has adequate insurance coverage for personal injuries while in the field.

NOTE: Failure to have health/accident insurance will prohibit participation in field experience and clinical practice activities. It is the candidate's responsibility to ensure that the Bursar has his/her current health and accident insurance information on file.

Liability Insurance

N.J.S.A. 18A: 16-6 requires public boards of education in New Jersey to defray all the costs of defending a teacher candidate in an action brought against the teacher candidate arising out of his/her performance of the duties of the position. In addition, the board must save harmless and protect such persons from any financial loss resulting from the action. The board is authorized by the same statute to arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

Placing Rowan University candidates in non-school settings, such as social service agencies, N.J.S.A. 59:1-1 et seq., 59:13-1 et seq. and the New Jersey Torts Claims and Contractual Liability Acts applies to Rowan University liability. In summary, a claimant would need to file suit against the State of New Jersey and prove negligence for Rowan to be liable. The non-public agency or school needs to provide insurance to cover the cost of defending a teacher candidate that covers all such advantages, losses, and expenses.

Note: Nursing and School Nursing program students are not permitted to medicate any student or staff during any field experience.

School Counseling Field Experience students are required to obtain malpractice insurance available through membership in professional organizations.

Travel Liability Insurance

With regard to students traveling to and from assignments and classes, travel liability rests with the individual driver. Therefore, if faculty and staff are involved in recommending or arranging ride-sharing situations, it is incumbent upon the staff member to guarantee that the driver does, in fact, have current auto liability insurance.

Initial Teacher Preparation Field Experiences

The College of Education does not provide transportation for any field experiences.

Early Field Placements

Teaching in the Learning Community I (TLCI) occurs prior to entering professional teaching programs (Benchmark I). A mandatory TLCI Orientation will address all field issues in detail. You will be provided one complimentary lanyard prior to your first TLCI field visit. Lanyards with your Rowan photo ID must be worn and visible at all times while at your field placement. Lanyard replacement fee is \$5.00.

Because TICI is an early field experience, candidates should never be alone with P-12 students. Professional dress, including footwear, is required at all times; Hooded sweatshirts (hoodies) should not be worn and are prohibited by the Camden City School District. Violations of these rules may result in a negative dispositional report or a discontinuance of the field placement.

Missed field experiences must be made-up. Some placements require a Criminal Background Check Clearance. Students will be notified if this is the case.

Certification

Students in programs leading to state licensure are eligible to apply for their certifications through Rowan University's streamlined process with the New Jersey State Department of Education. Applications for certification are accepted three times a year during the Fall, Spring, and Summer semesters. Students are required to submit their applications the semester they finish their programs. The application, deadline dates, frequently asked questions, as well as links to all State Departments of Education nationwide are posted on the [Certification website](#). The Certification Specialist is a staff member in the Office of Field Experiences which is located on the second floor of James Hall and who can be reached by dialing 856-256-4726.

For certification information regarding your specific program, please see your education/academic advisor and/or visit the [Certification website](#).

Applications for the teaching certificate must be submitted to the Certification Officer according to the deadlines for the semester in which the student anticipates completing all requirements for initial certification, including clinical practice and graduation. The New Jersey State Department of Education's Office of Licensure and Credentials is the official certificate-granting agency. Successful completion of Praxis II test is needed prior to clinical experience. Students should see their academic advisors to obtain further information about graduation.

Graduates of the approved program in teacher education who have met all conditions stated above will be eligible for a certificate of eligibility with advanced standing. Graduates will qualify for the standard (permanent) certificate after one year of successful employment as a provisional teacher in a state-approved school district or non-public school. During the provisional year, the candidate will receive support, assistance and evaluation from a school-based professional support team (N.J.S.C. 6.11-5).

Rowan University reserves the right to modify its requirements for teacher preparation program candidacy and completion as directed by the N.J. State Department of Education or the Rowan University Board of Trustees. Detailed certification requirements are available from the appropriate academic departments and the Office of Field Experiences.

Statement of Understanding and Agreement Regarding Student Participation in Off-Campus Activities, Field Trips, etc.

Rowan University students, while away from the university campus on field trips and other university associated activities, including but not limited to academic, drama, music, athletic, volunteer and other activities, as well as college sponsored affiliated or approved clubs, etc., are expected to conform their behavior to Rowan University policies.

In consideration to participate in activities of Rowan University, I agree to conduct myself in conformance with policies established by the university and agree to be under the general authority and supervision of the club/class sponsor/faculty member or other college approved and designated supervisor.

I understand that the class/club sponsor/faculty member, designated supervisor and the university are not responsible for negligence or misconduct on account of my behavior or in case of accidents, damage and/or injuries I may suffer while participating in the activity. I agree to release the university and discharge it from any and all liability, and agree not to sue Rowan University, its faculty, trustees, staff, employees, and agents ("released parties") for any personal injury or other damage resulting from my participation in the university activity.

I agree that if a claim arises out of personal injury, I shall indemnify and hold harmless released parties against any such claims, including attorney's fees incurred by the university in defending such claims.

I have read and understand this release and waiver of liability and agree to the terms and stipulations of the above statements. The release and waiver of liability shall be binding on my executors, survivors, heirs and assigns.

| | | |
|-----------------------|-----------------------------------|------|
| Participant Signature | Participant Name, printed clearly | Date |
|-----------------------|-----------------------------------|------|

| | | |
|-------------------|-------------------------------|------|
| Witness Signature | Witness Name, printed clearly | Date |
|-------------------|-------------------------------|------|

| | |
|--|------|
| Parent/Guardian Signature, if student is under 18 years of age | Date |
|--|------|

Reviewed by Deputy Attorney General 11/20/01

Approved by Office of Provost 11/21/01

Certification Program Eligibility Affidavit

Rowan University
College of Education

This form will be used by those who are applying for entrance into an education certification or student teaching program. The State of New Jersey will not issue a teaching certificate, in most cases, to anyone with a criminal history per N.J.A.C. 18A:6-7.1.

I, _____ swear/affirm that I have not been convicted nor do I have any charges pending for the following crimes or offenses:

Any crime of the first or second degree;

Any sexual offense, as set forth in Chapter 14 of Title 2C of the New Jersey Statutes;

Any crime of endangering the welfare of a child or an incompetent person, including sexual conduct which would impair or debauch the morals of a child or incompetent, pursuant to N.J.S.A. 2C:24-4 and N.J.S.A. 2C:24-7;

A crime of child abuse, abandonment, cruelty or neglect, pursuant to N.J.S.A. 9:6-1 et seq.;

An offense of resisting arrest or eluding an officer, pursuant to N.J.S.A. 2C:29-2;

An offense involving the manufacture, transportation, sale, possession, distribution or habitual use of a "controlled dangerous substance" as defined as N.J.S.A. 2C:35-1 et seq. or of "drug paraphernalia" as defined pursuant to N.J.S.A. 2C:36-1 et seq.;

A crime involving the use of force or the threat of force to or upon a person or property, including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder;

Any crime of possessing a dangerous weapon, as set forth in N.J.S.A. 2C:39-1 et seq.;

A third degree crime of theft or a related offense, as set forth in N.J.S.A. 2C:20-1 et seq.;

Recklessly endangering another person, N.J.S.A. 2C:12-2;

Issuing terroristic threats, N.J.S.A. 2C:12-3;

Criminal restraint, N.J.S.A. 2C:13-2;

Luring or enticing a child into a motor vehicle, structure or isolated area, P.L. 1993, c. 291;

Causing or risking widespread injury or damage, N.J.S.A. 2C:17-2;

Criminal mischief, N.J.S.A. 2C:17-3;

Burglary, N.J.S.A. 2C:18-2;

Usury, N.J.S.A. 2C:21-19;

Threats or other improper influence, N.J.S.A. 2C:27-3;

Perjury and false swearing, N.J.S.A. 2C:28-3;

Resisting arrest, N.J.S.A. 2C:29-2;

Escape, N.J.S.A. 2C:29-5; or

Conspiracy to commit or an attempt to commit any of the crimes described above.

I have read and understand this statement to be true and accurate. I am aware that if I sign this statement and the statement is false I could be subject to punishment. Further, I agree to inform Rowan University immediately if I am charged with or convicted of any of the above listed crimes or offenses subsequent to the date of my signature.

Candidate Signature

Date

Witness Signature

Date

(Must be 18 years of age or older)

Approved: March 29, 2001

Revised: May 1, 2003

The New Jersey State Board of Education

New Jersey courts and the legislature have consistently found that the State Constitution stipulates that the maintenance and support of a thorough and efficient system of free public schools for the instruction of all the children in the State between the ages of 5 and 18 years is a legislative responsibility. To meet this responsibility, the legislature created the New Jersey State Board of Education, assigning the Board the mission of “. . . the general supervision and control of public education in the state . . .” (NJSA 18A: 4-10); and, giving the Board the general rule-making power (18A: 4-15) to make, enforce, and alter and repeal, rules for implementing and carrying out the school laws of the state under which it has jurisdiction.

Given this responsibility, among the many rules promulgated by the Board are those rules pertaining to the professional licensure and standards for public school teachers and other educational professionals, and for institutions of higher education involved in the preparation of individuals who require certification to teach in the public schools of New Jersey (NJAC 6A:9), in particular, (NJAC 6A:9-10) describes the “Standards for New Jersey Educator Preparation Programs in Higher Education”.

Rowan University, in compliance with the above referenced laws and regulations, and in compliance with the standards of Interstate New Teacher Assessment and Support Consortium (INTASC) of the Council of Chief State School Officers (CCSSO); and the National Council for the Accreditation of Teacher Education (NCATE)/Council for the Accreditation of Educator Preparation (CAEP), has established a “Field Experience Placement Policy.”