

POLICY: Request to Complete On-Campus Practicum in Paraprofessional Setting

ADOPTION DATE: April 22, 2020

This policy addresses students enrolled in the on-campus special education program who are currently working as special education paraprofessionals and request to complete some practicum requirements within their current paraprofessional role.

During the special education program, students are required to complete practical assignments within applied settings. In order to meet the requirements of the specialization areas and specific practicum courses, experiences must take place in multiple settings and the requirements for each setting vary according to the specific practicum course. The process described below should be implemented in order for the practicum coordinator to determine if the student's current paraprofessional role meets the requirements for a specific practicum.

The practicum student must initiate the request by submitting the *Request to Complete Practicum in Paraprofessional Setting* form to the special education practicum coordinator no later than the first week of the semester in which the request applies. Approval is granted on a case-by-case basis after consideration of the following:

- Approval of LEA administrator (Practicum Coordinator will obtain and attach LEA administrator approval before sending form to cooperating teacher)
- Qualification of the supervising teacher
- Approval of the supervising teacher
- Supervising teacher agrees to provide the opportunity for the practicum student to complete the required experience(s) and assignments within their paraprofessional role
- Access to the pupils and settings required for the specific practicum experiences
- Participation in a variety of placements across field experiences
- Ability to assign a practicum partner to this setting

Upon confirming these considerations, the practicum supervisor will grant approval.

* The practicum student may appeal this decision in writing to the SPED Undergraduate Committee Chair for review of the Undergraduate Committee.