

Dewar College of Education & Human Services

Valdosta State University

Courtesy Placement Guidelines

Clinical Practice

Clinical practice is the culminating requirement in a teacher education program; clinical practice is completed during the student's last semester. During clinical practice, the teacher candidate must be supervised by a qualified college/university faculty member in the teacher candidate's major field. Generally, teacher candidates are placed within an approximate 60-mile radius of VSU. However, under extreme extenuating circumstances, a teacher candidate may request a courtesy clinical practice placement.

Courtesy Placements

A courtesy placement describes a field experience for a teacher candidate who has completed all of his/her program of study except clinical practice and, because of extreme extenuating circumstances, has requested a placement outside of the VSU 60-mile radius. **Such a placement requires supervision by a qualified faculty member from another college/university. The host college/university must agree to accept the teacher candidate as a courtesy placement.** In most cases, the teacher candidate is enrolled as a VSU student with the grade being assigned by the courtesy supervisor assigned by the host institution. However, some institutions may require the teacher candidate to register as a transient student. If a courtesy placement cannot be arranged with a host institution, the teacher candidate will be required to complete the clinical practice experience in the VSU clinical practice placement area.

Eligibility and Qualifications

Courtesy placements are reserved for extreme extenuating circumstances beyond the teacher candidate's control.

Examples of **valid** reasons to request a courtesy placement include: when a spouse is unexpectedly transferred outside the VSU service area, illness in family, etc.

Examples of **invalid** reasons to request a courtesy placement include: to save money, be near or in my hometown, marriage plans, possible job opportunities, etc.

To be considered for a courtesy clinical practice placement, teacher candidates must have demonstrated excellence in both their academic classes and field experiences. Usually, teacher candidates with overall GPAs of less than 3.0 will not be considered for a courtesy placement.

Teacher candidates should note that the acceptance of courtesy placements is at the discretion of the host institution. Some institutions, such as the University of Georgia and Georgia State University, simply will not accept courtesy clinical practice placements. Teacher candidates should be aware that requesting a courtesy placement is risky. In a few instances in the past, institutions have agreed to provide a courtesy placement and then backed out at the last minute. It is not the VSU Dewar College of Education & Human Services' responsibility to "fix" this problem for the teacher candidate if it happens. If, at the last minute, an institution refuses to provide a courtesy placement, then the teacher candidate has no choice but to come back to the Office of Clinical Experience and Certification to complete his/her clinical practice.

Teacher candidates should also be aware that requesting a courtesy placement in a location that does not have qualified faculty to provide supervision in a college/university nearby is not a possibility.

Application Process

A teacher candidate seeking a courtesy placement should first discuss his/her situation and courtesy placement need with his/her program advisor. If a courtesy placement is still considered appropriate, then the teacher candidate should complete the Courtesy Placement Request Form and attach a letter, with documentation as appropriate, describing in detail his/her extreme extenuating needs. The Courtesy Placement Request Form, the teacher candidate's letter, and the Departmental Action Form attachments are submitted to the Office of Clinical Experience and Certification, along with the clinical practice application.

After review, Mrs. Renee Whitmer, Director of Clinical Experience and Certification, will forward the packet to the department head of the teacher candidate's major department for review. The departmental review process may include part or all of the faculty members in that department. After the departmental review, a **copy** of the Departmental Action Form will be provided to the teacher candidate. After the departmental review is complete, all materials must be returned to the Office of Clinical Experience and Certification.

If the courtesy placement request is denied by the department, the teacher candidate may appeal that decision as described below.

Appeal Process for a Denied Courtesy Placement Request

If a teacher candidate's request for a courtesy placement is denied at the departmental level and the teacher candidate wishes to appeal, then he/she should submit that appeal to the COEHS Undergraduate and Initial Preparation Appeals Committee. Appeal forms are available in the COEHS Advising Center; meeting dates for the committee are available on the COEHS website.

The committee will provide a written response to the teacher candidate, with copies to the teacher candidate's advisor, department head, and to Mrs. Whitmer's office. The COEHS Undergraduate and Initial Preparation Appeals Committee is the final appeal within the Dewar College of Education & Human Services.

Courtesy Placement Request Form

An application for a courtesy placement must include: the Courtesy Placement Request Form, a letter explaining the extreme extenuating circumstances, the Departmental Action Form, and any supporting documentation. All materials must be submitted to the Office of Clinical Experience and Certification. Incomplete applications will not be considered.

Student Name: _____ Major: _____

Address: _____

SSN: _____ VSU ID No.: _____

Telephone: _____ VSU E-mail: _____

Courtesy Placement Information

Semester and Year for Placement: _____

Nearest College/University with an Approved Program in the Student's Major Area:

City and State: _____

Name and contact information of Qualified Faculty member who has agreed to supervise you at above institution: _____

Preferred School System for Placement: _____

Courtesy Agreement

As a courtesy placement teacher candidate, I agree to:

- Meet the host institution's expectations for schedules, procedures, and related activities.
- Accept the placement site as determined by the host institution.
- Pay the host institution whatever fees may be charged; these fees are usually for payment to the university supervisor and/or the mentor teacher. Fees charged by a host institution may range anywhere from \$350-\$800, or more. This fee is in addition to the regular tuition costs.

Teacher Candidate's Signature: _____ Date: _____

Advisor Conference

Teacher candidate has met with me to discuss the courtesy clinical practice option.

Advisor's Signature: _____ Date: _____

**Departmental Action Form For
Requested Clinical Practice Courtesy Placement**

Student Name: _____

Department: _____

Action Taken:

Request approved

Request denied

Comments:

Department Head Signature

Department Head: _____ Date: _____