KEAN

EDL 5813 - EDL 5814 Clinical Practicum Application
Department of Educational Leadership & Secondary Education

Name:

Kean ID#:

Address:

City: **State:** **Zip Code:**

Telephone #: **Email Address:**

Credits Completed At the End of the Current Semester: (Initial)_____

I certify that I have completed or will have completed by the beginning date of this proposed Field Study, at least 24 (18-Post MA) credit hours of graduate work in my program of studies. I also understand that if EL 5030 (Educational Research) is a required course in my program, that I must take it prior to Field II.

Current Program: *(MA OR CERT) CIRCLE ONE* **PROGRAM NAME:**

Anticipated date of completion: **Applicant signature:**

School Name:
(Where Clinical Practicum Will be Completed)

Address:

City: **State:** **Zip Code:**

Telephone #: **Email Address:**

District Name:
(Where Clinical Practicum Will be Completed)

Address:

City: **State:** **Zip Code:**

Telephone #: **Email Address:**

Cooperating Administrator (*Mentor-Must have a valid Standard Principal or School Administrator Certificate)*

Print/Type Name: **Signature:**

District Superintendent or Assistant Superintendent

Print/Type Name: **Signature:**

Please select the semester you are applying to do your Field Study: __Fall 20___ __Spring 20___ ___Summer 20__

Please indicate the semester that you were matriculated (officially accepted into the program) **Fall 20___ Spring 20__**

(Office Use Only)
Section no. *(Assigned by administrator):* _____ _____*Petition assigned, letter mailed*
Instructor: _____ *Program Coordinator:* _____

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Class Meetings

- The emphasis is on field work and experience; therefore, a minimum number of class meetings with the university instructor will take place on campus.
- The purpose of the class meetings will be:
    a. To refine the proposed field activity.
    b. To report on programs,
    c. To review common problems.
    d. To discuss selected readings pertinent to administration and supervision.

The scheduled class meetings will be announced to students at the beginning of the field experience. Field consultants may be invited to discuss special aspects of the Administration/Supervision process and act as advisors for problem situations.

Site Visits

At least one site visit will be made by the field's experienced faculty mentor during the semester. Additional visits and/or video conferences will be held as needed.

Clinical Practicum I & II: Goals and Expectations

Overview

Clinical Practicum I & II are designed to provide graduate students with a rigorous, supervised field experience in educational leadership. These two semesters (six credits total) are a required component of the Master of Arts degree and certification in school administration. The practicum is developed in collaboration with sponsoring school districts and emphasizes active engagement in leadership tasks aligned with the student's area of concentration.

Goals

The primary goal of the field experience is to immerse students in a wide range of leadership activities that foster the development of essential skills and competencies in educational administration. Students will participate in projects and tasks that reflect the responsibilities of school leaders, including principals, supervisors, and administrators. Specific learning outcomes are outlined in the Matrix.

Expectations

- Students are expected to dedicate a minimum of two hours per day to their fieldwork throughout the practicum period. This time may be fulfilled during the school day, as well as before or after school hours.

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- Fieldwork will include both major projects and routine administrative tasks, designed to mirror the real-world responsibilities of educational leaders.
- Activities should be selected to align with the student's program focus and leadership goals, and should demonstrate increasing levels of functional responsibility.
- A Field Experience Matrix will be used to organize and track tasks and projects, ensuring alignment with program standards.

Documentation

- Interns are required to:
    a. Maintain a log of all field activities.
    b. Organize artifacts that provide evidence of completed tasks and projects.
    c. Submit a comprehensive digital portfolio that demonstrates attainment of relevant standards and competencies.

Supervision and Support

- Field experiences will be supervised through a combination of site visits, student conferences, and ongoing communication with the on-site field supervisor.
- While the on-site supervisor will not maintain formal time records, they will provide guidance and feedback throughout the practicum.

Evaluation

- Final evaluation and grading will be conducted by the University faculty mentor, in consultation with the cooperating school administrator.
- The final grade will be based on the quality of the field experience plan, the implementation of activities, and the digital portfolio.
- The field supervisor may be asked to submit a written evaluation of the intern's performance.

Eligibility.

1. The supervised field study is open to matriculated students who have maintained a minimum grade point average of 3.0 (B) and have completed a substantial portion of the course work required in their particular programs. (12 to 15 credits in the Post-masters certification; 24 credits in the Master of Arts program.)
2. Enrollment is subject to approval of the cooperating school administrator and the program coordinator at Kean University.

Qualifying Exam

Students in the Masters and Certification program must take the qualifying exam in the semester that they are registered for Field 1 and prior to being registered for Field 2.

Comprehensive Exam

Students in the Masters in School Business Administrator must take comprehensive exam during the last two semesters of their program. This exam is part of graduation requirement. Exam is given on the 1st Saturday of November or March.