

STEP II Program Application (MSTEP)

If you are ready to complete the MSTEP II application, you are about to begin the student teaching phase of the Multiple Subject Teacher Education Preparation (MSTEP) program. This packet has been organized to help you formally apply for a Clinical Practice placement.

GUIDELINES

APPLICATION

- **This MSTEP II application is an application for both the Clinical Practice II (EDUC 454, 8 units) and Clinical Practice III (EDUC 456, 12-units) assignments:** The Clinical Practice assignments must be completed in consecutive quarters (not including summer) or you must reapply before beginning the final clinical practice assignment.
- The MSTEP II application should be turned in to the School of Education Credential Office (Bldg 02, Room 120) by Monday of the fourth week of the quarter, preceding the quarter in which you would like to begin your first quarter of student teaching. Please make a copy of your application packet before you submit it. All submitted items become a part of the candidate file and can not be returned or photocopied once submitted.
- Your MSTEP II application for a Clinical Practice placement will be considered by the Multiple Subject Committee during the sixth or seventh week of the quarter in which it is submitted. If approved, you must begin Clinical Practice the following quarter (except summer) or you will need to reapply.
- Please see the checklist on page 3 to ensure that all requirements are met before submitting your MSTEP II application.

CLINICAL PRACTICE

- You may **NOT** make your own Clinical Practice placement arrangements! All placements are made by the University with schools that have signed a Memorandum of Understanding agreement. School placements are located between Orcutt and San Miguel, therefore, be advised that at least one of your placements may be 40-60 minutes away from your local residence.
- Please be aware of the amount of time involved in Clinical Practice. As a teacher candidate, you must arrive on time and cannot leave early from your placement responsibilities. In addition, you are required to meet with your Cooperating Teacher at the end of the official school day during your Clinical Practice III experience. As you create your schedule, please keep in mind the amount of time you will need to travel to your school site, lesson planning, and conferencing with your Cooperating Teacher and Clinical Practice University Supervisor to make the most of your experience.
- When your placement has been confirmed, you will be notified via your Cal Poly email ONLY. Please make sure you have appropriately set up your Cal Poly email account to forward all emails, if you choose.

ORIENTATION MEETING

- You are required to attend an orientation meeting with your Clinical Practice University Supervisor to review key aspects of your CP II or CP III assignment. You will receive notice of the time and location for this orientation via Cal Poly email.

SPECIAL CONSIDERATION FOR MEDICAL OR PHYSICAL LIMITATIONS

- If you are asking for a special Clinical Practice placement assignment because of a medical or physical limitation, documentation is required. Special placements may be given to a candidate who has a medical and/or physical limitation, but the candidate must explain the limitation in writing on the MSTEP II application form under "Special Notes."

RELEASE OF INFORMATION

- Your placement as a Teacher Candidate in an area school requires the School of Education to release your name and phone number to the appropriate district. Please contact the Credential Office (805-756-2126) if release of such information should not occur.
- Additionally, as part of our accreditation with the California Commission on Teacher Credentialing, the School of Education is required to maintain and provide records of all Teacher Candidates and each placement in which they participate.

WITHDRAWAL FROM CLINICAL PRACTICE OR MSTEP PROGRAM

- If you must withdraw from any Clinical Practice assignment (EDUC 454 or EDUC 456) or withdraw from the program for any reason, please contact the Multiple Subject Coordinator (805-756-2126) as soon as you make this decision. In addition, you will need to notify the Credential Office of your decision by email.

PLEASE MAKE A COPY OF YOUR APPLICATION PACKET BEFORE YOU SUBMIT IT. ALL SUBMITTED ITEMS BECOME A PART OF THE CANDIDATE FILE AND WILL NOT BE RETURNED OR PHOTOCOPIED ONCE SUBMITTED.

STEP II Program Application Checklist (MSTEP)

LAST NAME

FIRST NAME

MI

EMPL ID

MSTEP II packets should include the following materials in the order listed below:

- ☐ **MSTEP II Checklist - Page 3**
- ☐ **MSTEP II Application for Clinical Practice - Page 4**
- ☐ **Clinical Practice Assignment and Release Form - Page 5**
 - ☐ Documentation of medical or physical limitations (check if applicable)
- ☐ **RICA Examination** - Attach evidence that you have taken, or will take, the Reading Instruction Competence Assessment prior to the end of the fifth week of your CPII experience (see www.rica.nesinc.com for details).
- ☐ **GPA** - All Teacher Candidates must maintain a cumulative and quarter-by-quarter GPA of 3.0 or above in all Professional Education Coursework taken prior to, and during, your Clinical Practice experiences. If your GPA falls below 3.0 in any quarter, it is your responsibility to contact the Multiple Subject Coordinator to discuss next steps. Unless otherwise instructed, DO NOT take an EDUC prefixed courses for "credit/no credit" grading. Please sign that you understand the GPA requirement: _____

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MSTEP II - APPLICATION FOR CLINICAL PRACTICE

NAME:

(First)

(Middle)

(Last)

SSN*

Date of Birth

EMPLID

ADDRESS:

CITY:

STATE:

ZIP:

LOCAL PHONE:

CELL PHONE:

CAL POLY EMAIL

@CALPOLY.EDU

(A Cal Poly email address is required. No email will be sent to personal Gmail, yahoo, Hotmail, etc.)

Your CPII student teaching will be **EDUC 454 (8-unites)** during _____ (term). A Clinical Practice assignment will be automatically sought for your net quarter (excluding summer). If you DO NOT intend to student teach next quarter, you MUST notify the School of Education Credential Office (Bldg 02, Rm 120) in writing as soon as you make this decision.

RE-APPLICATION

You must re-apply to Clinical Practice if you were unable to complete your Clinical Practice assignments in consecutive quarters (excluding summer) or if you withdrew from the program for any reason before completing the full Clinical Practice experience. Please use the form below to re-apply. If you have not registered/enrolled for three quarters, you must submit a new CalStateApply application to re-enter the MSTEP program.

I AM RE-APPLYING FOR CLINICAL PRACTICE (STUDENT TEACHING)

I wish to resume Clinical Practice in: ☐ Fall ☐ Winter ☐ Spring Year: _____

I need to complete Clinical Practice assignment in: ☐ EDUC 454 (8 units) ☐ EDUC 456 (12 units)

Approved by Multiple Subject Coordinator: _____ **Date:** _____

CLINICAL PRACTICE ASSIGNMENT AND RELEASE FORM

| LAST NAME | FIRST NAME | MI | EMPL ID |
|-----------|------------|----|---------|
|-----------|------------|----|---------|

All of your Clinical Practice assignments will be made by the School of Education and public school district staff. **You are NOT allowed to make your own Clinical Practice placement arrangements.**

A number of factors will influence the selection of your placement site, including: grade level, cultural diversity, and reading instruction requirements. Per the California Commission on Teacher Credentialing, ***"Candidates should have significant exposure to school settings that reflect the full diversity of California public schools,"*** including: race and ethnicity of students, students from families in lower socio-economic income ranges, English learners from a variety of language backgrounds, and inclusiveness for students with disabilities. This is a CTC requirement for all Teacher Candidates prepared in the state of California. Accordingly, SOE faculty work diligently to locate at least one placement where you will have the opportunity to work with English learners (ELD level 1-3) as well as students who represent racial, ethnic, socio-economic, and developmental diversity.

The following is a list of school districts that Cal Poly often uses for placements: Atascadero, Cambria, Cayucos, Guadalupe*, Lucia Mar*, Orcutt*, Paso Robles*, San Luis Coastal, San Miguel*, Santa Maria-Bonita*, and Templeton. Districts indicated with a star (*) typically offer candidates more opportunities to work with English learners and student diversity than non-starred districts. Please be prepared to commute to one of these districts for at least one of your Clinical Practice placements.

SPECIAL NOTES

- If you have a family responsibility, medical condition, or personal circumstance that you believe will influence your ability to participate in your placements, please include a brief statement that (a) explains your special need and (b) indicates a preferred school district. If your circumstances are found to warrant special consideration, the SOE will try to place you (for at least one Clinical Practice assignment) in the school district you have indicated. We can not accommodate requests for a specific school or teacher. Please note that medical conditions require a supporting letter from your doctor.
- If, for any reason, you decide to decline your assigned placement, you will be allowed to request another placement for the next quarter in which placements and seminar classes are available. Please keep in mind that your decision to decline your assignment will slow your progress through the MSTEP program by (at least) one quarter.
- You must be in a Clinical Practice assignment to enroll in the accompanying seminar classes: EDUC 455 (concurrent with EDUC 454), or EDUC 457 (concurrent with EDUC 456).

RELEASE OF INFORMATION

By signing below, you authorize the School of Education to release your name, phone number, and any other requested information to the appropriate district and to the California Commission on Teacher Credentialing.

Signature of Candidate: _____ **Date:** _____

Printed Name: _____ **EMPL ID:** _____