TASKS	<u>Fall</u> Deadlines	<u>Spring</u> Deadlines	<u>Comments/Notes</u>
<u>Classes Begin</u>	<u>Tuesday, August</u> **22, 2017**	<u>Tuesday, January</u> **9, 2018**	
Steps to complete at the beginning of the semester-==BEFORE completing the placement request forms in LiveText:== **Candidates will:** ☐ ensure they have purchased/updated their LiveText accounts, ☐ read the information on News and Announcements, and ☐ complete and save an electronic image of a current <u>SLED C</u>learance. (Please follow instructions on News & Announcements for purchasing SLED.)	Beginning <u>Tuesday, August</u> **22nd** through **Tuesday, August 29th** **SLED Clearance must be completed between August 16th and August 29th.**	Beginning <u>Tuesday, January</u> **9th** through **January 16th** **SLED Clearance must be completed between Dates Placement form is available for Spring and January 16th.**	☐ ==All SLED checks need to be saved electronically as an image by the teacher candidate.== He/She will be responsible for uploading it to the Placement Form in LiveText. **Course professors will** review field requirements with their candidates during the first week of class.
As soon as placement request forms are available in LiveText: Candidates should: ☐ thoroughly and accurately complete the placement requests form in LiveText once all previous steps have been met.	Placement Request Forms must be submitted in LiveText by **11:59pm on September 1**.	Placement Request Forms must be submitted in LiveText by **11:59pm on January 19**.	Please note: ☐ Placements cannot be initiated until all requested and accurate information has been provided and a current SLED clearance has been received. ☐ Teacher candidates will be placed as complete and accurate information is received. ☐ Teacher candidates are responsible for notifying their course professor should there possibly be a delay in completing the SLED and/or Placement Forms.

==**If a complete and accurate placement request AND a current SLED clearance have not been received by the above deadline, the placement process for that candidate may be delayed OR canceled.**==

Placements will be initiated and finalized by the Clinical Coordinator and made available to the candidates in LiveText. ☐ During the placement period, candidates will need to check their LiveText accounts each day from the submission of their forms until their placement is finalized. ☐ If any further action is needed, candidates will need to quickly make these changes so the placement process can continue. • **Once the candidate receives his/her placement, the Candidate should:** ☐ Contact school personnel and arrange their visitation schedule for the entire semester. ☐ Accurately document required field hours. Only hours directly related to classroom experiences should be recorded	On or before **Monday, September 25th** (delays could occur due to changes made by schools/districts) Field experience hours are to be completed between **Monday, September 25th** through **Tuesday, November 28th.**	On or before **Monday, February 12th** (delays could occur due to changes made by schools/districts) Field experience hours are to be completed between **Monday, February 12th** through **Wednesday, April 18th**	☐ If any further action is needed, candidates will need to quickly make these changes so the placement process can continue. ☐ Candidate should remember that they must receive a positive recommendation from their cooperating teacher. To do so, candidates should refer to the Dos and Don'ts list on News and Announcements for
Please note: **In order for enough time to be allotted to complete the required hours, placements cannot be changed or initiated after being finalized.**			
Last Day to complete hours: This is the last day that hours can be completed and count towards the field experience for the semester.	**Tuesday, November 28th**	**Wednesday, April 18th**	If at any time during the semester PRIOR to this deadline the candidate feels he/she will not complete the hours by this day/time, he/she should discuss dropping the course with the course professor. The course professor should relay such information to the Clinical Placement Coordinator.

CT Evaluations Sent Out and collected. CTs will complete the ELECTRONIC evaluation and submit it to the Course Instructor for that field experience	Week of November 13th (CTs will complete the ELECTRONIC evaluation and submit it to the Course Instructor preferably NO LATER THAN **DECEMBER 1ST**)	Week of April 9th (CTs will complete the ELECTRONIC evaluation and submit it to the Course Instructor preferably NO LATER THAN **APRIL 20th**)	☐ Candidates can help expedite this process by reminding CTs of this final step and following up, if necessary. ☐ If a CT's recommendation has not been received by the proposed deadline, the teacher candidate may not receive credit for the field experience. This documentation is needed BEFORE grades are submitted for the semester.
Available CT Evaluation Information will be collected by Course Professors and sent to the Clinical Coordinator.	On or before Friday, December 8th	On or before Friday, April 27th	☐ Course professors should inform any candidate who receives a Recommended With Reservations or a Not Recommended. ☐ Course professors should follow up with candidates and/or CTs regarding missing evaluations.
Course Professors will complete their internship dispositions/ratings and send their reports to the Clinical Coordinator	On or before **Wednesday, December 13th (12:00 noon)**	On or before **Wednesday, May 2nd (12:00 noon)**	