

PRACTICUM IN UNIVERSITY TEACHING APPROVAL FORM

MENTOR: Complete, sign, and forward to the appropriate program director. PROGRAM DIRECTOR: Review, sign, and forward to department chair for final approval.
(COPIES OF COMPLETED FORMS MUST BE FORWARDED TO: Program Coordinator & Department Coordinator)

INFORMATION

STUDENT LIN:	STUDENT NAME:
PRACTICUM TERM & YEAR:	MENTORING FACULTY NAME:
DEGREE STUDENT IS SEEKING:	

PRACTICUM COURSE INFORMATION: (required) This is the course the student will register for upon approval of this form

CRN:	PREFIX & #:	SECTION #:	# OF CREDITS:	PRACTICUM INSTRUCTOR:	PRACTICUM TITLE:
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COURSE TO BE CO-TAUGHT: (required) This is the course that the student is assisting with

CRN:	PREFIX & #:	SECTION #:	COURSE INSTRUCTOR:	COURSE TITLE:
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CONFIRMATION OF STUDENT KNOWLEDGE	YES	NO (Describe below alternative confirmation employed)
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Is the student advanced in program of study, having successfully completed courses that inform and relate to the course to be taught?	<input type="checkbox"/>	
Has student demonstrated high academic achievement, as evidenced by cumulative GPA in COE coursework of at least 3.5 and no final course mark below B?	<input type="checkbox"/>	
Does student have clear expertise in course to be co-taught, as confirmed by (1) attainment of an A in course to co-teach and (2) endorsement by one of the following: (a) instructor that taught the student in that course, (b) faculty member with whom the student would co-teach, or (c) program director?	<input type="checkbox"/>	

CONFIRMATION OF STUDENT SKILL AND PRACTICE	YES	NO (Describe below alternative confirmation employed)
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Is student advanced in his/her/their programs of study, having had necessary field experiences to enable him/her/them to connect course content to practice?	<input type="checkbox"/>	
Does student have sufficient experience in the field of study of the course?	<input type="checkbox"/>	
Has student demonstrated highest standards of ethical practice, including never having been found responsible for any form of academic or behavioral misconduct under the university conduct process?	<input type="checkbox"/>	

CONFIRMATION OF PA ACT 76 COMPLIANCE	NOT APPLICABLE	YES	NO
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Has student been certified by the LU International Center for Academic and Professional English as having met the requirements of PA ACT 76 - ENGLISH FLUENCY IN HIGHER EDUCATION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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CONFIRMATION OF HANDLING CONFLICTS/PRESSURES	YES (Describe below how it will be handled)	NO
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Might there be students in this course who are at the same level as this student and/or where admitted around the same time?		<input type="checkbox"/>
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COMMENTS

ENDORSEMENTS AND APPROVALS	SIGNATURE	DATE SIGNED
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MENTOR FACULTY	I confirm I will work with this student to guide him/her/them in learning and applying best practices in university teaching.		
PROGRAM DIRECTOR	I have reviewed this student and I endorse this practicum.		
DEPARTMENT CHAIR	I have reviewed this form and I approve this practicum.		