

GUIDELINES FOR WAIVING FIELD-BASED COURSES

Moderate/Intensive Disabilities Program

Who can consider waiving Practicum/Internship 1 (EST 578, ESE 461/462)?

1. In order to petition to waive Internship 1, you must have experience for at least one year in a classroom with students who have either multiple disabilities or emotional disturbance. Experience as a paraprofessional or instructional assistant will count toward this requirement.

What do you do to waive the Internship 1 experience?

1. Obtain a College of Education and Human Services petition from the Education Student Services Center in Julka Hall 170
2. Fill it out with all the specific details of your experience(s), including your position title, the age group you taught, the types of disabilities student in the classroom had, and where, when, and for how long you taught.
3. Attach two letters from individuals who are (or were) directly responsible for supervising you, on official letterhead and signed with the writers' titles. The letters should include the following:
 - a. Your position
 - b. Length of time in position
 - c. Responsibilities
 - d. Age range of children
 - e. Disability range of children
 - f. A statement of your competencies in the following areas:
 - i. Using appropriate teaching methods, strategies, and materials
 - ii. Planning for students
 - iii. Implementing curriculum
 - iv. Assisting to evaluate children
 - v. Establishing warm, supportive relationships with children which facilitate the growth of competence
 - vi. Assisting to adapt teaching strategies to meet learners' diverse needs
 - vii. Guiding children's behavior appropriately, individually and in groups
 - viii. Interacting professionally and positively with other professionals and parents
 - ix. Implementing Individualized Education Plans (IEPs)
 - x. Implementing behavior management plans
1. Submit the petition to your advisor by August 15 or January 15 of the semester before you would be completing Internship 2. When you apply for student teaching be sure to note that you are petitioning to waive Internship 1. Applications must be submitted by February 15 for fall field experiences and by September 15 for spring experiences.

What else should I keep in mind?

1. Remember to complete all applicable portfolio requirements. If you are waiving Internship 1, you must have Checkpoints 1 and 2 completed (by your advisor) so that you will be permitted to begin your student teaching.
2. In addition, you must have taken your OAE (Tests 004, 043, and 090) exams prior to student teaching.

Who can consider waiving Student Teaching/Internship 2 (EST 588, ESE 471/472)?

1. **Undergraduate students.** Waiving Internship 2 for undergraduate majors will **NOT** be considered.
2. **Graduate Students Seeking a Second License** (i.e., those currently hold a credential).
 - a. In order to petition to waive student teaching, you must have been employed, as a lead teacher with a minimum of 1 year of successful full-time teaching in the capacity of :
 - i. An Intervention Specialist in Moderate/Intensive Disabilities, on a special education temporary license. **OR**
 - ii. A Long-term Substitute Teacher working with students who have Moderate/Intensive Disabilities.
 - iii. In addition, you must have experience with both students who have multiple disabilities and those with emotional disturbance.
 - iv. Must have had this experience within the last three years.
3. **Graduate Seeking a First License** (i.e., those who do NOT currently hold a credential).
 - a. In order to petition to waive student teaching you must have:
 - i. Taught at kindergarten to 12th grade level;
 - ii. Must have been a head teacher in a special moderate/intensive classroom for a minimum of one year by the time that student teaching would start; and
 - iii. Must have had this experience within the last three years.
 - b. In addition, you must have experience with both students who have multiple disabilities and those with emotional disturbance.

Note:

1. Moderate/Intensive majors who have worked with only students with MD or only students with ED, are eligible for a summer student teaching experience.
2. First licensure majors who have no teaching experience with students with moderate/intensive disabilities will need to complete their student teaching experience during the Fall or Spring semesters.

What do you do to waive a field experience?

1. Prior to applying for a student teaching waiver, students must have taken all required sections of the OAE (Tests 004, 043, and 090) exams. Attach documentation to your petition to verify this.
2. Obtain a College of Education and Human Services petition from the Education Student Services Center in RT 1401
3. Fill it out with all the specific details of your experience(s), including your position title, the age group you taught, the types of disabilities student in the classroom had, and where, when, and for how long you taught.
4. Attach documentation.
5. Attach two letters from individuals who are (or were) directly responsible for supervising you, on official letterhead and signed with the writers' titles. The letters should include the following:
 - a. Your position
 - b. Length of time in position
 - c. Responsibilities
 - d. Age range of children
 - e. Disability range of children

- f. A statement of your competencies in the following areas:
 - i. Using appropriate teaching methods, strategies, and materials
 - ii. Planning on both a long-term and daily basis
 - iii. Developing and implementing curriculum
 - iv. Evaluating children using both traditional and authentic assessment
 - v. Establishing warm, supportive relationships with children which facilitate the growth of competence
 - vi. Adapting teaching strategies to meet learners' diverse needs
 - vii. Guiding children's behavior appropriately, individually and in groups
 - viii. Interacting professionally and positively with other professionals and parents
 - ix. Writing and implementing Individualized Education Plans (IEPs)
 - x. Developing and implementing behavior management plans
5. Submit the petition to your advisor by August 15 or January 15 of the semester before you would complete student teaching if you were not waiving it. You should also apply for student teaching in case your petition is declined. (Online applications can be submitted between January 15 and February 15 for fall field experiences and between August 15 and September 20 for spring and summer internships.) Indicate on the application that you are petitioning to waive the experience. You can always withdraw your application later, but you will not be permitted to late apply.

What else should I keep in mind?

1. Remember to complete all applicable portfolio requirements; You must have a Checkpoint 3 Portfolio Review completed (see your advisor) since passing Checkpoint 3 is required for your license.
2. In addition, you must complete all OAE (Tests 004, 043, and 090) exam requirements.
3. If you are also getting a Master's Degree in addition to your licensure, check with your advisor to make sure you have the sufficient number of credits to graduate. You must have a minimum of 32 hours.