

# Information Session:

# Applying for Final Year Field Experiences

Internship 1 & 2, Apprenticeship Teaching 1 & 2, Practicum & Student Teaching

**Office of Field Services**

Julka Hall 187

216-687-4636 / [OFSAssistant@csuohio.edu](mailto:OFSAssistant@csuohio.edu)

# Overview

**Note: In this presentation, the term **Intern** refers to all Practicum/Student Teacher, Apprenticeship 1 & 2 and Internship 1 & 2 students**

- OFS Handbook
- Application Process
  - Step 1: Apply
  - Step 2: Academic Prerequisites
  - Step 3: Enroll in Course
  - Step 4: Non-Academic Prerequisites
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- Placements/Special Match Request Form
- Expectations
  - Intern 1 Schedule
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- Policies
- Cleveland Teaching Fellowship Program
- International Students
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# OFS Handbook

- Go to the OFS Website to review the Handbook. We encourage you to review the handbook to fully understand the requirements of your field experience.
- There is a section for Interns, Mentors and Supervisors.
- [Link to OFS webpage](#)

# Application Process

# Step 1: Apply Online



College of Education and Human Services >  
**OFFICE OF FIELD SERVICES (OFS)**

OFS Staff  
OFS 20-21 COVID Updates  
All Field Experiences - Information / Requirements  
Application Process  
Background Checks & Fingerprinting  
Calendar  
Career Resources  
Coaching Tools  
edTPA Support  
Fellowship Program  
Final Year Orientations  
Forms / Handbook  
GoReact  
Mentors  
O&F Exams & Prep

Office of Field Services (OFS)  
**WELCOME TO THE OFFICE OF FIELD SERVICES**

View Edit Features Group Revisions

COMPLETED THROUGH ESSC  
**Background Checks**  
APPOINTMENTS AVAILABLE ON TUESDAYS, WEDNESDAYS, AND THURSDAYS  
Click for information

All Students entering the field this fall must have a current background check (BCI/FBI)  
Click for information

Apply for your Field Experience on the OFS website

- Click on the [Application Process link](#) on the left menu
- Application deadlines is **September 15<sup>th</sup>** for Spring experiences and **February 15<sup>th</sup>** for Summer & Fall experiences
- *Please note, there is a \$100 non-refundable late fee for anyone who applies after the deadline. (Contact OFS for late application)*

**If you are in Rotation 3 or CI, you must apply twice. Apply for Rotation 3/CI and Practicum (IT1/AT1)**

# Step 2: Meet with ESSC Advisor

- All students must complete an ACADEMIC PREREQUISITE Check with an ESSC Advisor

All academic prerequisites must be met before going into a Final Year Field Experience

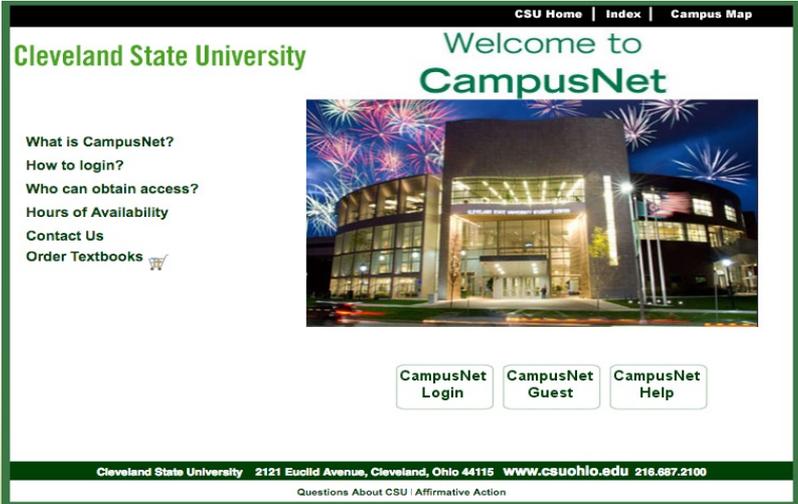
- GPA 2.75 CUM, 3.0 Professional Education, 2.5 Content Area\*
- Official Transcripts sent to the ESSC for any transfer credits
- No D's or F's in content area, no unresolved X, I, U overall
- All prerequisite classes need to be completed

\*If required by your program area (middle & secondary)

**Schedule an appointment with the Education Student Services Center (ESSC) 216-687-4625, Julka Hall 170**

# Step 3: Enroll in Field Course

- Register for your course on CampusNet when it is available (early March)
- For help, contact the Education Student Services Center (ESSC) in Julka Hall 170 to enroll



The screenshot shows the Cleveland State University CampusNet website. At the top, there are navigation links for "CSU Home", "Index", and "Campus Map". The main heading reads "Welcome to CampusNet". On the left side, there is a list of links: "What is CampusNet?", "How to login?", "Who can obtain access?", "Hours of Availability", "Contact Us", and "Order Textbooks" with a shopping cart icon. In the center, there is a photograph of a modern building at night with colorful fireworks in the sky. At the bottom, there are three buttons: "CampusNet Login", "CampusNet Guest", and "CampusNet Help". The footer contains the university's address, website URL, and phone number, along with a link for "Questions About CSU | Affirmative Action".

# Step 4: Non-Academic Prerequisites

## Vary by Program Area

Final Year Requirements											
Program Area	*BCI Results	*FBI Results	*TB Results	Hepatitis B series 1. 2. 3.			*ODJFS Medical Statement (Physical)	Unofficial CSU Transcript (or High School Diploma)	Pearson (OAE) Exams (provide PROOF) <b>For IT2, AT2 and Student Teaching only.</b> (Go to <a href="http://oh.nesinc.com">oh.nesinc.com</a> )		
Early Childhood (PK-3)	✓	✓		✓	✓	✓	✓	✓	001	012	090
Early Childhood (PK-5)	✓	✓		✓	✓	✓	✓	✓	057/001	018/019	090
Early Childhood Intervention	✓	✓		✓	✓	✓	✓	✓	001	013	090
Mild/Moderate	✓	✓		✓	✓	✓			004	043	090
Moderate/Intensive	✓	✓		✓	✓	✓			004	043	090
Middle Childhood	✓	✓							002	ELA 028, SCI 029, Math 030, SS 031	
Secondary	✓	✓							003	ELA 020, MATH 027, SCI 024, SS 025, CHEM 009, PHY 035	
World language (Spanish/French/Mandarin)	✓	✓							004	OPI	WPT
Music	✓	✓							004	032	
TESOL	✓	✓							021		
Physical Education	✓	✓	✓	✓	✓	✓			004	034	023
Speech	✓	✓	✓								

\*Expire 1-year from completion date

Early Childhood Note: Students placed in a preschool classroom have additional requirements. Please contact OFS for details.

# Non-Academic Prerequisites

# Background Checks

## All Interns must complete a yearly FBI and BCI

- Background checks expire one-year from Completion Date
- Interns must have a valid background check to be in a school
- Background checks need to be redone at least 6 weeks before expiration date to allow for processing
- Interns with expired background checks will be pulled from the field until current checks have been received by OFS
- Contact OFS with BCI/FBI concerns

## Schedule an appointment with ESSC for fingerprinting

Julka Hall 170

- To schedule an appointment with ESSC, [CLICK HERE](#)
- Requirements:
  - Driver's license or State issued ID
  - Payment: \$30 each or \$60 for both
    - ESSC accepts Credit Cards
    - Paying by Cash or Check
      - Pay at the Cashier's office (BH115)
      - Account # 0060-0010-0512-40
      - Take receipt to ESSC
- Results returned to CSU within 6 weeks

# Non-Academic Prerequisites

# Hepatitis B

## Required Program Areas: Early Childhood, Physical Education, and Special Education

- Most students born after 1991 received the HEP B vaccination at infancy. Check with your Physician.
- Official shot records from your physician can be used as proof or use the OFS optional form
- Shot Series Timeframe: 1st and 2nd are given at least one month apart & 3<sup>rd</sup> is six months later
- First two vaccinations are required to start field experience

## Optional OFS form

Can be found on OFS webpage

Revised 7/2015

**HEPATITIS B SHOTS**  
For Students in Early Childhood, Physical Education, and Special Education

All students admitted into the Early Childhood, Physical Education, or Special Education teacher licensure programs must submit to a series of three Hepatitis B shots. This series of shots takes six (6) months to complete. Since verification of these shots is required for practicum or student teaching, it is important that you start this process well in advance of these field experiences.

This proof must be submitted to the Field Services Office in Julka Hall, Room 187. You may go to your health care provider for the shots or you may contact the CSU Health Services Department, 2112 Euclid Avenue, Room 205 at 216.687.3649. If you go to your personal health care provider, please obtain a signed statement verifying the shot was administered along with the date the shot was given (this form may be used). If you have completed the series of Hepatitis B shots previously, verification by your doctor or health care provider is sufficient and can be submitted to the Field Service Office.

If you choose to use CSU's Health Services Department, these guidelines must be followed:

1. You must be a registered CSU student.
2. An appointment must be scheduled.
3. The fee for EACH shot is \$42.00 (for a total of \$126.00)
4. Please allow 6 months for the completion of these shots. The timetable for shots is as follows:
  - 1<sup>st</sup> Shot
  - 2<sup>nd</sup> Shot - 1-2 months after the 1<sup>st</sup> shot
  - 3<sup>rd</sup> Shot - 4-6 months after the 1<sup>st</sup> shot
5. The information should be completed below and the entire form submitted to the Field Service Office (JH 187).

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To: Office of Field Services, Julka Hall, Room 187 (JH 187)  
From:  CSU Health Services     Other Physician    (check only one)

Student's Name: \_\_\_\_\_  
CSU ID#: \_\_\_\_\_

*I verify that the above-named student received his/her Hepatitis B Shot on the date noted below:*

Hepatitis B Shot # 1	_____	_____
	Signature	Date
Hepatitis B Shot # 2 (at least 1 month after Shot # 1)	_____	_____
	Signature	Date
Hepatitis B Shot # 3 (at least 4 months after Shot # 1)	_____	_____
	Signature	Date

*I verify that the above-named student has completed the series of Hepatitis B Shots*

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_____	_____
Signature	Date

# Non-Academic Prerequisites

# TB Test

## Required Program Areas: Physical Education & Speech/Audiology

- Official results from your physician or the OFS form can be submitted as proof
- TB skin test reading is valid for one year
- Chest X-rays are valid for 3 years.
- TB Tests are available at the CSU Health and Wellness Center

**Optional OFS form**  
Can be found on OFS webpage

Revised 7/2015

**TUBERCULIN TEST**

Proof of a negative TB test is required prior to the start of practicum or student teaching for those who do not have a practicum experience (student teaching for Mild/Moderate and Moderate/Intensive graduate students, Visual Arts, Music, and Physical Education licensure). This statement of results needs to be submitted to the Office of Field Services prior to your practicum or student teaching experience to be able to start the experience. You may go to your doctor, or you may contact the CSU Health Services Department, 2112 Euclid Avenue, Room 205, at 216.687.3649. If you go to your doctor, please have the doctor administer the Mantoux T.B. test and get a signed statement of the results; this form may be used to report the results. If you use the CSU Health Services Department, these guidelines will need to be followed:

1. You have to be a registered CSU student.
2. An appointment will need to be scheduled in advance.
3. Tests are only done on MONDAY, TUESDAY, WEDNESDAY, and FRIDAY; students will need to return to Health Services 48 hours later for the results to be read. (e.g., if the test is administered on Monday, the student will need to return on Wednesday).
4. There is a \$10.00 fee for each test given.
5. The information should be completed below and the entire form submitted to the Office of Field Services (Jukka Hall 187).

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To: Office of Field Services (JH 187) Date: \_\_\_\_\_

From:  CSU Health Services  Other Physician (check only one)

Student's Name: \_\_\_\_\_

CSU ID#: \_\_\_\_\_

The above student received a Mantoux T.B. test on \_\_\_\_\_ Date \_\_\_\_\_

It was read on \_\_\_\_\_ Date \_\_\_\_\_, and the results were \_\_\_\_\_.

*I verify that the above-named student has taken the TB Test required for Teacher Licensure*

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Signature \_\_\_\_\_ Date \_\_\_\_\_

# Non-Academic Prerequisites

# ODJFS Physical Form

## Required Program Areas: All Early Childhood & Early Childhood Special Education (ECIS)

- Physical must be completed on the required ***ODJFS: Employee Medical Statement for Child Care*** form provided on the OFS website
- To be valid, the date you received your physical needs to be less than one year from the date you start in the field.

**Required form**  
Can be found on OFS webpage

Ohio Department of Job and Family Services  
**EMPLOYEE MEDICAL STATEMENT FOR CHILD CARE**

The physical examination and completion of this form must occur no more than 12 months prior to the first day of employment.

Name of Employee	
Home Address	
City, State, Zip	
First Day of Employment	
<b>To be completed by the Health Care Provider</b>	
My signature below certifies that I examined the above-named person who is found to be	
<input type="checkbox"/> Physically fit for employment in a facility caring for children	
<input type="checkbox"/> Immunized against Diphtheria/Tetanus/Pertussis (Tdap) <small>(All employees must have verification of being immunized against pertussis by January 1, 2018)</small>	
<input type="checkbox"/> Immunized against Measles, Mumps and Rubella (MMR) <small>(Except that for a person born on or before December 31, 1956, a history of mumps or measles disease may be substituted for the vaccine. A history of rubella disease shall not be substituted for rubella vaccine. Only a laboratory test demonstrating detectable rubella antibodies shall be accepted in lieu of rubella vaccine).</small>	
Name of Health Care Provider* (Please Print)	
Street Address	
City, State, Zip	Phone Number
Signature of Health Care Provider*	Date of Examination

\*This form may be signed by a licensed physician, physician's assistant, advanced practice registered nurse, certified midwife or certified nurse practitioner.

# Non-Academic Prerequisites

# OAE Exams

## Required for ALL Program Areas

**Completing OAE Exams prior to final semester in the field is strongly encouraged. (IT2, AT2, Student Teaching)**

- Send proof of registration or completion document to OFS prior to final semester
- General OAE information can be found at [oh.nesinc.com](http://oh.nesinc.com)
  - ❖ **Designate CSU as score recipient for each test**
  - ❖ Tests average \$105-139 per test
  - ❖ Testing centers are available all over Ohio
  - ❖ Go to the OAE Website to determine required tests for each licensure area
- Per ODE (May 2020), passing edTPA with a score of 37 replaces the APK. For more information, [CLICK HERE](#).

Visit the [OFS Website](#) for OAE Resources

# Non-Academic Prerequisites

# Deadlines

## Submitting Documents:

- Email scanned documents to [OFSAssistant@csuohio.edu](mailto:OFSAssistant@csuohio.edu)
- Keep a copy of all documents for your own professional file
- A copy of your FBI/BCI reports can be picked up in ESSC JH 170
- \$25 fee for late packets!

## Due Dates:

- **FALL INTERNS**
  - Documents: May 1<sup>st</sup>
  - OAE Scores: Aug. 1<sup>st</sup>
- **SPRING INTERNS**
  - Documents: Nov. 15<sup>th</sup>
  - OAE Scores: Dec. 20<sup>th</sup>

# Step 5: Taskstream

Required for ALL Program Areas (except Speech)

- Dr. Brian Yusko will send a letter/e-mail regarding Taskstream after you apply for your field experience
- **READ THE LETTER CAREFULLY!** or it could result in disciplinary action which may delay your experience
- Taskstream Checkpoints must be completed to begin your field placement
- Notify Dr. Yusko if you **do not** get a letter by mid-semester (Week 7)

# **Placements & Special Match Requests**

# Placements: OFS Process

Golden Rule: Do NOT contact a school or mentor on your own. This is strictly against the rules and could result in disciplinary action!

## Placement Process

- OFS Program Coordinator contacts district/school and follows specific protocols for field placements
- One of your final year experiences is required to be completed in an urban setting as designated by the Ohio Department of Education. There is no state or college requirement that students have a suburban experience. In many cases, students are matched in an urban school for both. AT (I & II) is a year-long urban experience.
- Conflict of interest: Interns may not request a placement in a school from which they graduated less than 10 years ago, where family or friends work/attend, or where you are employed\*
- When possible, placement requests are within 30 minutes of CSU or home address. Special match requests more than 30 miles from CSU require a [CEHS petition](#).

\* Workplace placements require a [CEHS petition](#).

# Placements: Notifying the Student

- Students will be notified of placement prior to the experience via CSU e-mail
- All academic and non-academic prerequisites must be completed to confirm placement
  - This includes required Tasksteam Checkpoints
  - Current semester grades will be checked before placement information is sent out
- **Contact mentor with in the first week** of receiving information to set schedule for first meeting

# Placements: Special Match Request

Visit the [OFS Website](#) for Special Match Request Form

Special Match Requests are required for:

- **Looping\***
- **Location**
- **Transportation Need\*\***
- **Workplace:** Interns must also submit a [CEHS petition](#)

**Deadlines for Special Match Request**

- Fall: March 1
- Spring: October 1

\*Looping experiences: requesting to stay with the same mentor for student teaching

\*\*Transportation Need: specific bus line or other transportation needs

# Expectations

# Expectations: Intern 1 Schedule

	Internship 1*	Apprentice Teaching I
<b>In the Field</b>	15 weeks	15 weeks
<b># of Hours</b>	180 hrs	Minimum of 80 hrs - must continue for full 15 wks
<b>Schedule</b>	Monday – Thursday Mornings 3 hrs/day	Monday - Friday (TBD) 5-6 hours a week is suggested
<b>Details</b>	<ul style="list-style-type: none"> <li>• Maintain the same schedule each week</li> <li>• Mandatory seminars are held weekly. Check CampusNet or contact program area for your weekly schedule.</li> <li>• Change of schedule requires permission from OFS, Supervisor, and Mentor</li> <li>• Passing grade of B or better (B- is not passing)</li> <li>• Take District breaks not CSU</li> <li>• PE, Music, Middle, and Speech placements may have two mentors</li> </ul>	

\*Practicum – 16 hrs. (4 hours/day/240 hrs total over 15 weeks)

# Expectations: Intern 2 Schedule

	Internship 2/Student Teaching	Apprentice Teaching II
<b>In the Field</b>	15 weeks	15 weeks
<b># of Hours</b>	405 hrs	
<b>Schedule</b>	Monday – Friday Follow mentor’s contracted hours	Monday – Friday Follow mentor’s contracted hours
<b>Details</b>	<ul style="list-style-type: none"> <li>• Maintain the same schedule each week</li> <li>• Mandatory seminars are held weekly. Check CampusNet or contact program area for your weekly schedule.</li> <li>• Change of schedule requires permission from OFS, Supervisor, and Mentor</li> <li>• Passing grade of B or better (B- is not passing)</li> <li>• Take District breaks not CSU</li> <li>• Complete the edTPA assignment</li> <li>• PE, Music, Middle, and Speech placements may have two mentors</li> </ul>	

# OFS Policies

# Absence Policy

- Interns are allowed 3 excused absences per semester (make-up during finals week)
- School Calamity days are seen as excused days and do not need to be made up (ex. Snow days)
- Absences are for illness not vacation! See handbook for definition of excused absence
- Unexcused absences are unacceptable. If you are not feeling well or need to be off, you are required to contact both your mentor and your supervisor
- Tardiness can be counted as an unexcused absence

Visit the [OFS webpage](#) for more information

# Professionalism

You are a professional in the field, act accordingly!

- Treat this experience like a semester long interview
- Dress professionally
- Arrive on-time
- Do not be on your cellphone unless class requires it
- You not text students or spend time outside of school
- Social Media – be aware of what you post as potential employers are looking at your social media accounts. Do not add anyone at your experience (teachers or students).
- Be Aware of the professional and personal boundaries. Boundaries can be found on the [OFS webpage](#).

Remember you are a guest of the District and your placement can be revoked.

# Mandatory Orientation

- There will be a mandatory orientation and required Child Abuse Recognition Training scheduled for the Thursday before the semester starts from approximately 10am to 4pm. Details will be available on the website.

\*\*Please note that this is subject to change for some licensure areas but please keep the date open until further notice

# Expected Student Fees

- BCI/FBI: Updated once a year (\$60 at ESSC)
- Taskstream: You are responsible for renewal and keeping it active throughout your field experiences
- OAE exams: Visit <http://www.oh.nesinc.com> for details
- edTPA National: Included in semester student fees
- Application for Initial license after graduation (visit [ODE's website](#) for details)

# Cleveland Fellowship

# Cleveland Teaching Fellowship

For more information go to the [OFS webpage](#)

## Qualifications

- Applied for a Final-Year field experience
- Meet all academic & non-academic prerequisites.
- US citizen or permanent resident
- Commitment to urban education

## Program Details

- Year Long Experience in CMSD\* or Breakthrough
- Professional development sessions
- Experience outside of the classroom
- **STIPEND: Up to \$6300/yr**
- Consideration for employment in CMSD or Breakthrough

# **International Students**

# International Student Requirements

Contact CISP for specific requirements:

- Students complete an application process for Curricular Practical Training (CPT) through CISP [CLICK HERE](#)
- Contact the Office of Field Services to provide letter of verification to CISP

Center for International Students (CISP)

[intlcenter@csuohio.edu](mailto:intlcenter@csuohio.edu)

216.687.3910

# Questions?

Contact OFS

[OFSAssistant@csuohio.edu](mailto:OFSAssistant@csuohio.edu)

or

Visit the [OFS webpage](#)