

**Kansas Wesleyan University  
Clinical Practice ADMISSION PACKET**

Please complete the following items. **All items are required to apply and must be turned in before you will be allowed to interview with the Teacher Education Committee.**

Name: \_\_\_\_\_

KWU ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

KWU BOX: \_\_\_\_\_

Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Graduation Date: \_\_\_\_ December \_\_\_\_ May 20 \_\_\_\_

Student Teaching Date: \_\_\_\_ Fall \_\_\_\_ Spring 20 \_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

**Elementary:**

Grade Level Preference(K-6): \_\_\_\_ 1<sup>st</sup> Choice \_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_ 3<sup>rd</sup> Choice

Teacher/School Requests:

Teacher: \_\_\_\_\_ School: \_\_\_\_\_

Teacher: \_\_\_\_\_ School: \_\_\_\_\_

**Secondary:**

Grade Level Preference(Middle/High): \_\_\_\_ 1<sup>st</sup> Choice \_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_ 3<sup>rd</sup> Choice

Teacher/School Requests:

Teacher: \_\_\_\_\_ School: \_\_\_\_\_

Teacher: \_\_\_\_\_ School: \_\_\_\_\_

\_\_\_\_\_ I understand that the final placement for Clinical Practice is left to the discretion of the Teacher Education Committee. Please Initial: \_\_\_\_\_

\_\_\_\_\_ **Printed degree audit** (dated within one week of application submission) showing all program requirements as completed or in progress. A letter of action must accompany the degree audit if requirements are not met or in progress.

\_\_\_\_\_ **Full Acceptance** into the Teacher Education Program

\_\_\_\_\_ Cumulative **GPA of 2.5** or higher

\_\_\_\_\_ Content Area **GPA of 2.75** or higher

\_\_\_\_\_ Received a **C average** or better in Teacher Education Courses

\_\_\_\_\_ Received a **B average** or better in Early Field Experience Evaluations

\_\_\_\_\_ **Candidate must submit a written Teaching Philosophy.**

\_\_\_\_\_ **Background Check/Early Field Disclosure**

\_\_\_\_\_ **Dispositions(2):** Dispositions must come from different people.

- One disposition must come from your advisor

Name: \_\_\_\_\_

Position: \_\_\_\_\_

- One disposition must come from your content area instructor

Name: \_\_\_\_\_

Position: \_\_\_\_\_

---

*Signature of Applicant*

*Date submitted*

---

***Signature of Advisor who has verified that the candidate has completed courses and requirements in approved program and recommended the candidate for clinical practice***

*Date submitted*

**TEACHER EDUCATION DEPARTMENT USE ONLY:**

Action Taken:  Approved

Disapproved

\_\_\_\_\_  
*Director of Teacher Education/Certification*

\_\_\_\_\_  
*Date*

### **Placement for Clinical Practice**

It is the policy of Kansas Wesleyan University Teacher Education Program to place candidates in schools to which there are no personal connections for them. Personal connections could include but are not limited to the following:

- candidate's children attend the school,
- candidate's relatives' who work at or attend the school
- candidate attended the school within the last seven years.

The candidate can appeal to the Teacher Education Committee in writing stating the reasons for requesting placement in a school to which there is some personal connection. The Teacher Education Committee makes the decision of placement.

Placement of candidates for clinical practice is made within and around the school districts of Kansas Wesleyan University. If a candidate requests a placement beyond the surrounding area, the following procedure is to be followed:

- submit a written formal request to the Teacher Education Committee indicating the reasons for a special placement. Your application with your Content Department Chair signature on the backside of it, both dispositions and a written formal request to the Teacher Education Committee must be turned in before you will be allowed to interview with the Teacher Education Committee.
- assume all monetary responsibilities that may be incurred including but not limited to payment of university supervisor, cooperating teacher etc.
- provide the Director of Teacher Education with the necessary information to make a placement out of area including but not limited to school district telephone number, superintendent name, principal name and telephone number, university in the area from which a supervisor could be requested and telephone number.

Each request will be evaluated on an individual basis. The following criteria will be considered:

- candidate resides in the area requested and has been driving to Kansas Wesleyan University to take classes.
- candidate plans to live with family or spouse
- candidate has a GPA of 3.0 or higher
- candidate demonstrates professionalism

**Attending Clinical Practice Seminar remains a mandatory requirement of candidates regardless of placement.**

## BACKGROUND CHECK OF TEACHER EDUCATION STUDENTS/CANDIDATES

In the State of Kansas, teaching is considered to be a profession. Therefore, the Kansas State Department of Education (KSDE) has a Professional Practices Commission to exercise disciplinary and advisory functions over those requesting licensure or working as a certified professional. Teacher licensure can be denied, suspended, or revoked for both felony and non-felony actions.

Legal Issues and Teacher Licensure

updated June 2016

We have compiled this information for students in all Kansas teacher preparation programs. The Kansas State Department of Education (KSDE) requires a fingerprint-based background clearance before they will issue any teaching license.

After a presentation in 2013 by a KSDE Office of General Counsel, it became abundantly clear that all teacher education students with ANY prior crime related to KSDE criminal questions (below) should try to get the record officially "expunged" before requesting a background clearance. It's best to complete this process before applying for ANY license with KSDE.

1. Have you ever been convicted of a felony?  
 Yes  No *If yes, please attach a copy of the court documents regarding conviction.*
2. Have you ever been convicted of ANY crime involving dishonesty, drugs, or a child?  
 Yes  No *If yes, please attach a copy of the court documents regarding conviction.*
3. Have you entered into a criminal diversion agreement after being charged with any offense described above?  
 Yes  No *If yes, please attach a copy of the diversion agreement.*
4. Are criminal charges pending against you in any state involving any of the offenses described above?  
 Yes  No *If yes, please attach a copy of the court documents regarding your case.*
5. Have you had a teacher's or school administrator's certificate or license denied, suspended or revoked in any state?  
 Yes  No *If yes, please indicate the action taken:  revoked  denied  suspended*  
Which State(s)?  
*Please attach a copy of the documents regarding the official action taken.*

6. Is disciplinary action pending against you in any state regarding a teacher's or administrator's license?  
 Yes  No  
**TEACHER EDUCATION DEPARTMENT USE ONLY:**  
Action Taken:  Approved  Disapproved

Rev. 6-16

\_\_\_\_\_  
Director of Teacher Education/Certification

\_\_\_\_\_  
Date

7. Have you ever been disbarred or had a professional license or state issued certificate denied, suspended, revoked, or been the subject of other disciplinary action regarding any profession in Kansas or any other state?

Yes  No *If yes, please indicate the action taken:*  revoked  denied

suspended

Which State(s)?

*Please attach a copy of the documents regarding the official action taken.*

8. Have you ever been terminated, suspended, or otherwise disciplined by a local Board of Education for falsifying or altering student tests or student test scores?

Yes  No *If yes, which district(s)?*

\_\_\_\_\_

When? \_\_\_\_\_.

9. Have you ever falsified or altered assessment data, documents, or test score reports required for licensure?

Yes  No *If yes, which states(s) \_\_\_\_\_*

When? \_\_\_\_\_

As you read these questions, note that alcohol is not indicated above, so you do not have to report alcohol-related incidents like an MIP (minor in possession), MIC (minor in consumption) or misdemeanor DUI due to alcohol. If any of these appear as your only charge/conviction, you can answer all questions on the Kansas licensure application "no". (Be aware that in other states, like MO, alcohol crimes may impact licensure, and some school districts may consider alcohol crimes for student teachers and employees.) A DUI for Drugs or a felony DUI should be reported. If you are unsure, WHEN IN DOUBT, REPORT IT!

**If you:**

- assume or have been told your diversion took the crime off your record – IT DOES NOT.
- are "not sure" whether you had something expunged, YOU PROBABLY DID NOT.
- assume you don't have to report it because you were a juvenile – YOU MUST REPORT IT.
- "forget" your past record and you don't reveal it, this is considered dishonesty and creates another issue with KSDE who will aggressively review your case. DO NOT LIE.

**If you receive a letter from the KSDE Office of General Counsel:**

- follow all directions carefully and submit all documents they request. KSDE cannot provide you with advice or help you obtain those documents;
- you will need to contact the Clerk of the Court to obtain documents related to your case:
  - ❖ **for Convictions-**
    - obtain certified copies of the charging documents (complaint or citation/ticket); and
    - obtain certified copies of the journal entry of conviction.
  - ❖ **for Diversions-**
    - obtain certified copies of the charging documents, and
    - certified copy of the diversion agreement; and
    - certified copy of the journal entry of dismissal.

KSDE may ask you to appear before the Professional Practices Commission (a KSDE committee of working teachers, KSDE and Higher Education representatives); and any decision from the Professional Practices Commission will go before the State Board of Education for final action. Just because you may have had an emergency sub license approved does not guarantee a teaching license will be!

Advice about getting a record expunged:

- it's often a simple process that may not require a lawyer;
- it can take a 4-8 weeks to complete;
- start by contacting the court (county or municipal) where the conviction/diversion occurred OR look for the paperwork on the court website;
- check to make sure of the time required for an expungement has been completed;
- if it can be completed before you apply for a license, work on completing the expungement;
- if it cannot be completed before you apply, REPORT the crime on your license application and include copies of the court documents;
- **Remember, an expungement can benefit you in more ways than just licensure.**

**If your crime happened in Salina Municipal Court, requesting expungement may be fairly easy: go online for the forms and instructions. In most courts, the typical cost for expungement would be \$100-200; with more serious cases, you might want to hire a lawyer.**

If a student answers "Yes" to any of the above questions:

1. the student will be asked to submit appropriate documentation to the Teacher Education Committee.
2. the student may appear before the Teacher Education Department/Unit Committee if he or she wishes. The university attorney or student's attorney also may be present.

*EACH CASE WILL BE CONSIDERED ON AN INDIVIDUAL BASIS.*

The following factors will be taken in account:

FACTORS:

1. Nature of the felony or crime
2. Recency of the felony or crime
3. Rehabilitation related to the felony or crime
4. Potential danger to students

Teacher Education Department/Unit Committee decides if the student/candidate is to:

- (1) participate in early field experiences,
- (2) be admitted into the Teacher Education Program,
- (3) be accepted for clinical practice,
- (4) be recommended for licensure.

The Teacher Education Department/Unit Committee will take the above factors into account as they reach their decision concerning placement or acceptance of students. The Chairperson of the Teacher Education Department/Unit Committee will notify the student, in writing, of the

decision. In addition, copies of that notification will be sent to the Provost, the Director of Teacher Education, and Licensure Officer. As with all issues regarding teacher education decisions, the student/candidate has the right to appeal. The appeals process is listed in the KWU Catalog and the Teacher Education Handbook.

IMPLEMENTATION DATE JANUARY 15, 1996

Revised June 2016

Students will be required to answer the questions listed above:

- a. prior to early field placement in the Foundations and History of Education class,
- b. when they apply for admission into the Teacher Education Program,
- c. when they apply for clinical practice,
- d. when they apply for licensure

***Students/Candidates who have been convicted of a felony involving the areas listed above may be denied licensure by the State of Kansas.***

I certify that the information on this form is true and complete to the best of my knowledge. I understand that any misrepresentation of facts may result in the denial or revocation of my certificate by the Kansas State Department of Education.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Field Experience Disclosure

Have you ever Failed a course with an Early Field Experience?

Yes     No

If yes, which class? \_\_\_\_\_ When? \_\_\_\_\_

Please attach an explanation.

Have you been dismissed from and Early Field Experience?

Yes     No

If yes, which class? \_\_\_\_\_ When? \_\_\_\_\_

Please attach an explanation.

Have you dropped a course with an Early Field Experience?

Yes     No

If yes, which class? \_\_\_\_\_ When? \_\_\_\_\_

Please attach an explanation.

Name of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Rater: \_\_\_\_\_

Position of Rater: \_\_\_\_\_

### Kansas Wesleyan University Teacher Education Dispositions

Dispositions are defined as the values, commitments, and professional ethics that influence behavior toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the educator’s own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility, and social justice (NCATE Professional Standards 2002 Edition). The dispositions listed below are expected of Kansas Wesleyan University candidates in the university classroom and in the schools. A remediation conference may be initiated if unsatisfactory or needs improvement areas are marked.

**Directions:** Mark 1, 2, 3, 4 on the line provided for each goal. Include comments if appropriate.

1	2	3	4
Unsatisfactory	Needs Improvement	Proficient	Distinguished
Candidate is not meeting expectations.	Candidate meets some expectations.	Candidate meets all expectations.	Candidate meets all expectations and goes above and beyond what is expected.

**Goal 1 – Academic Excellence:**                      **Rating Scale from Above:** \_\_\_\_\_

The candidate possesses the knowledge bases in liberal arts and his/her content area, and in pedagogical skills and demonstrates academic and professional excellence to teach all students.

- \_\_\_ Comes to class prepared
- \_\_\_ Uses grades/rubrics/study guides to improve skills
- \_\_\_ Justifies ideas with research/evidence
- \_\_\_ Uses correct spelling, grammar, sentence structure
- \_\_\_ Has respect, seriousness, and the intent to acquire knowledge

Comments:

**Goal 2 – Personal Qualities**    **Rating Scale from Above:** \_\_\_\_\_

The candidate demonstrates the intra and interpersonal skills to create an effective learning environment.

- \_\_\_ Actively listens during class
- \_\_\_ Asks/answers questions during class that demonstrates authentic interest
- \_\_\_ Collaborates and contributes in group work
- \_\_\_ Accepts and acts on constructive feedback
- \_\_\_ Takes responsibility for actions



Comments:

**Goal 3 – Commitment**

Rating Scale from Above: \_\_\_\_\_

The candidate demonstrates a commitment to education and life-long learning.

- Gets things done despite hardships
- Is accountable and reliable
- Adheres to assignment guidelines/due dates
- Takes initiative to understand concepts
- Goes above minimum expectations

Comments:

**Goal 4 – Leadership**

Rating Scale from Above: \_\_\_\_\_

The candidate is dedicated to the community in which he/she lives.

- Interacts with others in a professional manner
- Actively involved with in the campus and community
- Approaches diversity with a positive attitude and remains open to differing opinions
- Demonstrates respect of cultural differences of others
- Collaborates with others

Comments:

**Goal 5 – Ethics**

Rating Scale from Above: \_\_\_\_\_

The candidate is committed to faith and demonstrates ethical behavior in creating caring learning environments for all students.

- Represents the University positively
- Complies with University and Teacher Education policies and procedures
- Trustworthy in communication and interaction with others
- Accepts responsibility for personal actions and behaviors
- Demonstrates academic honesty

Comments:

Name of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Rater: \_\_\_\_\_

Position of Rater: \_\_\_\_\_

## Kansas Wesleyan University Teacher Education Dispositions

Dispositions are defined as the values, commitments, and professional ethics that influence behavior toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the educator's own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility, and social justice (NCATE Professional Standards 2002 Edition). The dispositions listed below are expected of Kansas Wesleyan University candidates in the university classroom and in the schools. A remediation conference may be initiated if unsatisfactory or needs improvement areas are marked.

**Directions:** Mark 1, 2, 3, 4 on the line provided for each goal. Include comments if appropriate.

1	2	3	4
Unsatisfactory	Needs Improvement	Proficient	Distinguished
Candidate is not meeting expectations.	Candidate meets some expectations.	Candidate meets all expectations.	Candidate meets all expectations and goes above and beyond what is expected.

**Goal 1 – Academic Excellence:** Rating Scale from Above: \_\_\_\_\_

The candidate possesses the knowledge bases in liberal arts and his/her content area, and in pedagogical skills and demonstrates academic and professional excellence to teach all students.

- \_\_\_ Comes to class prepared
- \_\_\_ Uses grades/rubrics/study guides to improve skills
- \_\_\_ Justifies ideas with research/evidence
- \_\_\_ Uses correct spelling, grammar, sentence structure
- \_\_\_ Has respect, seriousness, and the intent to acquire knowledge

Comments:

**Goal 2 – Personal Qualities** Rating Scale from Above: \_\_\_\_\_

The candidate demonstrates the intra and interpersonal skills to create an effective learning environment.

- \_\_\_ Actively listens during class
- \_\_\_ Asks/answers questions during class that demonstrates authentic interest
- \_\_\_ Collaborates and contributes in group work
- \_\_\_ Accepts and acts on constructive feedback
- \_\_\_ Takes responsibility for actions

Comments:

**Goal 3 – Commitment**

**Rating Scale from Above:** \_\_\_\_\_

The candidate demonstrates a commitment to education and life-long learning.

- Gets things done despite hardships
- Is accountable and reliable
- Adheres to assignment guidelines/due dates
- Takes initiative to understand concepts
- Goes above minimum expectations

Comments:

**Goal 4 – Leadership**

**Rating Scale from Above:** \_\_\_\_\_

The candidate is dedicated to the community in which he/she lives.

- Interacts with others in a professional manner
- Actively involved with in the campus and community
- Approaches diversity with a positive attitude and remains open to differing opinions
- Demonstrates respect of cultural differences of others
- Collaborates with others

Comments:

**Goal 5 – Ethics**

**Rating Scale from Above:** \_\_\_\_\_

The candidate is committed to faith and demonstrates ethical behavior in creating caring learning environments for all students.

- Represents the University positively
- Complies with University and Teacher Education policies and procedures
- Trustworthy in communication and interaction with others
- Accepts responsibility for personal actions and behaviors
- Demonstrates academic honesty

Comments: