# **EDUCATOR** STUDENT PRE-CLINICAL GUIDE

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Congratulations on being accepted to your program! The Pre-clinical tab opens once you have 1) completed all requirements in the Admissions tab, and 2) been accepted into your chosen program by the program coordinator. Admissions > History Teaching Requirements

### History Teaching Admissions Requirements

Use this checklist to keep track of what you have done and what you still need to do in order to apply. You can complete the steps in any order, but all of the steps

Congratulations! Your teaching application has been reviewed, and you have been accepted into the History Teaching program! Your pre-clinical checklist is available by clicking the "Pre-Clinical" link near the top of the screen.

The Pre-Clinical tab contains two different sections. The first section is tasks required by the state of Utah for your major. These include practicum experiences, PRAXIS content exam(s), and more.

Major Tas	ks: History Teaching	4		
Ø	Verify Personal Information	Completed	>	
0	PRAXIS Content Knowledge		>	
0	Career Development		>	
0	Practicum 1 Experience		>	
0	Practicum 2 Experience   HIST 478		>	

The second section is your application for the final clinical experience (ie. student teaching or an internship). Both of these sections are important to your success in obtaining your teacher's license.

### **Final Clinical Experience Application** CRefresh $\bigcirc$ **Basic Information** > $\cap$ Autobiography > Preferences Completed Educator License Agreement Completed > $\bigcirc$ **Course Deficiency Appeal Form** > $\cap$ Due: 3/18/2023 Application Review | History Teaching

# **PROGRAM TASKS**

### VERIFY PERSONAL INFORMATION

To complete this task, click on the dropdown arrow on the requirement, then click "Start Verify Personal Information".

# Major Tasks: Chemistry Education C Refresh Verify Personal Information Image: Comparison of the time. Image: Start VERIFY PERSONAL INFORMATION PRAXIS Content Knowledge PRAXIS Content Knowledge > Career Development >

Once here, confirm that your personal information is correct. If necessary, edit items that have changed, then check "I confirm that this information is correct". You will also verify here that you have a valid fingerprint and background check that will not expire until after graduation.

# Verify Personal Information

Please verify that you have a valid fingerprint and background check. You must have a valid status to receive your teaching license after graduation. If your fingerprints expire within 6 months, consider getting re-fingerprinted.

First Name	Last Name	Mailing Address
Jane	Doe	123 Drury Lane Provo, UT 84604
Phone Number	Email Address	
801-123-4567		

### PRAXIS CONTENT KNOWLEDGE

Before graduation, the state of Utah requires that you demonstrate a knowledge of the contents of your major. This requirement is fulfilled by the Praxis Content exam. To begin this requirement, click on the drop-down arrow, then click "Start Praxis Content Knowledge".



Under the pre-clinical tab, in PRAXIS content knowledge, your screen prior to registration will appear as depicted in the photo. Select the blue "Register" button to begin. If the links do not work, look up ETS Praxis test in your web browser and it will pull up. Please be aware that, when registering, the ETS online registration system only supports the latest versions of the Internet Explorer<sup>®</sup>, Firefox<sup>®</sup>, and SafariTM browsers. Please use one of these browsers to access the registration and reporting site.

If you do not already have one, you will need to create an account with ETS. At the beginning of registration fill in all necessary personal and background information.

Next, you will select the PRAXIS test you are required to take. Click "EPP Test Requirements", then the specific test you need to take. If you are unsure, the EAC can provide you with the test code upon inquiry.

### 4

### **Test Information**

When to take the test:

Computer tests can be taken any time. To view scheduled dates for paper tests, click below.



My Test(s)

No items found

### Registration

How do I register?

Register and pay your Praxis II exam fee online at www.ets.org/praxis Be prepared for the following technicalities:

Include your social security number as an identifier for licensing. (Do not use your BYU ID#)

- Identify both Brigham Young University-Provo and the Utah State Office of Education (USOE) as recipients of your test re-

### ETS PRAXIS

### Sign In to Your Praxis® Account

Returning User		New User
Jsername:		Creating an account allows you to:
		Purchase test preparation
Remember Username	Forgot Username	Register online for Praxis tests
		Access admission tickets
assword:		Cancel or change a test registration
	20	View current test scores online
		Order score reports
	Forgot Password	Under some reports
		Opdate contact information
		Create Account
agn In		
nauthorized access is strictly pro	n reginered over only.	
2		
(ETS) PRAXIS		End Yest Yahard
Schedule Tests Score Recipients Search and Select Test	. Review Payment Order	Complete
- Search Tests		
State / Agency Required Tests:		College / University Required Tests
Select a state or agency to see which to If you are not sure which tests are requirement certificate, check the <u>State Requirement</u>	sts are required for teacher licensure. uired for your specific license or <u>Its.</u>	If your Educational Preparation Program (EPP) requires taking a Praxis test that your State Department of Education does not use for teacher licensure, please click on "EPP Test Requirements" below to search for the Praxis test
Certifying State or National Agency		you need.
Utah	*	EPP Test Requirements
State Agency:		
UTAH STATE BOARD OF EDUCATION	~	

### Select the Tests You Want to Take Select up to four tests, then click "Continue

- Most computer-delivered tests are offered during testing windows: some are offered year round by appendix.
- Reduced test fees are available when you select the Core Academic Skills for Educators (Core): Core
- Inclusion here does not guarantee seat availability at your chosen test center
- strations must be received by ETS by the deadlines lister tration fee of \$45 if you do not register by the deadline. listed here. Online reg

Next you will schedule how and when you will take your test. You can choose to take the test in person or online. Please be aware that there is a history of frequent technical issues when taking this test online. If you choose to take it in person, locate and select a nearby testing center.

Test	Code	Duration	Test Center		Test Date and Reporting Time	Pr
Social Studies: Content Knowledge	5081	150 minutes				
d a Test Center						
Search Test Centers						
Test at Home  Availy tests at home info  agree to the Pravis tests at home terms and		Enter the U.S. 2P code where you would like to take the above testils on your selected date, or select a country (and state) to find test centers by location. Find Test Centers Nearest to this U.S. 2P Code		Find Test Centers by Location Country USA •		
Schedule				- Select -	~	
	s	serch		Search		

When selecting a date to take the test, understand that you must show up to the testing center before the scheduled time. Arriving late may result in an incomplete test result and you may have to schedule and take it again.

Next, you will complete a score recipients section. You will need to list BYU as a score recipient. You can either type in "Brigham Young University" to find BYU or use our school code with ETS, which can be found on Educator in the Praxis section. If you do not list BYU as one of the recipients, then your score will not be received. If BYU does not have your Praxis score, you will be held back from graduation.



### Select Your Attending Institution

Select your attending invostrucion by clicking this corresponding "Select" trik below. Or modify your search above. Candidates who take the Speech-Language Pathology or Audiology tests should select the code with (SLPAUD) following the instructor's name. Search Returns for "Implam young". 4 Results)

Institution Name	Location	Code
O BRIGHAM YOUNG UNIV UT SLRIWUD	133 JOHN TAYLOR BUILDING, BYU PROVO, Utah 846028641	0307
O BRIGHAM YOUNG UNIVERSITY HI	55-220 KULANUI STREET LAIE, Hawaii 967621294	4106
O BRIGHAM YOUNG UNIVERSITY IDAHO	525 S CENTER ST, 210 KM REXEURG, Idaho 834601940	4657
BRIGHAM YOUNG UNIVERSITY UT	301 MCKAY BLDG PROVO, Utah 84602	4019

Finally, you will review your registration items and check out. Elementary Education majors have access to vouchers through the EAC that help with payment of their assessments because they have more required tests than other majors. All other teaching majors will be expected to pay for the assessment on their own. Expect it to cost over \$100 per test.



After registering, your Educator account will reflect the change on the Praxis tab as depicted in the photo. If you have already completed the test and BYU received your scores, your test scores will also show up here.

### **Test Information**

When to take the test:

Computer tests can be taken any time. To view scheduled dates for paper tests, click below.

### REGISTER

### My Test(s)

Test Name: Elem Ed: MS Reading & Language Arts Subtest Test Name: Elem Ed: MS Mathematics Subtest Test Name: Elem Ed: MS Socience Subtest Test Name: Elem Ed: MS Science Subtest Test Codes: 5002 Test Codes: 5003 Test Codes: 5004 Test Codes: 5005

Score: Score: Score: Score:

### Registration

How do I register? Register and pay your Praxis II exam fee online at www.ets.org/praxis

**Resources to Prepare for the Praxis Tests** 

Having the right resources to prepare for your Praxis test can help you achieve your professional goals and help you feel more confident on test day.

Prepare for the test

Search for Prep Materials by Test

See available test prep for the test you're taking.

Khan Academy® Official Praxis Core Prep

Build the reading, writing and mathematics skills you need with this free online resource. Praxis Learning Paths™ Program

Strengthen your skills with these online courses. Available for select Praxis Elementary Education tests.







Please be aware there are several Praxis test preparation options available to you after you have created an account with ETS.

## CAREER DEVELOPMENT

To complete this requirement, click on the drop-down arrow, then select "Start Career Development".



Once here, select "Login to Handshake". Create an account using your BYU information if you do not already have a Handshake account.

### **Career Development**

Log into handshake.byu.edu with your BYU NetId and Password to find teaching opportunities and network with schools and districts across the nation.	
Summary / Bio	
The more you complete, the more customized the system can be for you. Complete the following sections:	
Resume: Upload a PDF of your resume to auto-fill your profile. Click "visible" for schools/districts to see your resume.	0
Work Experience: Add past jobs & experience (don't forget your student teaching or internship), including bullet points from your resume.	0
Headshot: Upload a professional headshot and background photo.	۲
Once you have finished the above, add the url for your profile below:	
Profile URL	

Once you have logged into Handshake, click on the profile button in the top right corner of the screen. Once there, select "My Profile".

The best way to get noticed by employers? Reach out.



First, upload your headshot. Click on "Add photo", then upload an appropriate, professional photo.

BYU	My Journey
Add Photo	What are you passionate about? What are you looking for on Handshake? What are experiences or skills?
	Type your introduction
Brigham Young University Bachelors,	
Graduates April 2024 Senior - GPA:	Education
Veur profile is 96% complete	Brigham Young University primary education
Tour prome is 35% complete	
② Your profile is visible to employers, students and alumni	Work & Volunteer Experience
Your profile is visible to employers, students and alumni across all Handshake education institutions.	Work & Volunteer Experience Brigham Young University:
<ul> <li>Your profile is visible to employers, students and alumni across all Handshake education institutions.</li> <li>You'll be able to message students and alumni who have similar interests or experiences.</li> </ul>	Work & Volunteer Experience Brigham Young University:
<ul> <li>Your profile is visible to employers, students and alumni across all Handshake education institutions.</li> <li>You'll be able to message students and alumni who have similar interests or experiences.</li> <li>This can be changed anytime in settings.</li> </ul>	Work & Volunteer Experience Brigham Young University:
<ul> <li>Your profile is visible to employers, students and alumni across all Handshake education institutions.</li> <li>Youli be able to message students and alumni who have similar interests or experiences.</li> <li>This can be changed anytime in settings.</li> <li>See Employer View</li> </ul>	Work & Volunteer Experience Brigham Young University:
<ul> <li>Your profile is visible to employers, students and alumni across all Handshake education institutions.</li> <li>Youli be able to message students and alumni who have similar interests or experiences.</li> <li>This can be changed anytime in settings.</li> <li>See Employer View</li> </ul>	Work & Volunteer Experience Brigham Young University:
<ul> <li>Your profile is visible to employers, students and alumni across all Handshake education institutions.</li> <li>You'll be able to message students and alumni who have similar interests or experiences.</li> <li>This can be changed anytime in settings.</li> <li>See Employer View</li> <li>Your GPA is hidden from employers</li> </ul>	Work & Volunteer Experience Brigham Young University:
Your profile is visible to employers, students and alumni across all Handshake education institutions. You'll be able to message students and alumni who have similar interests or experiences. This can be changed anytime in settings. See Employer View      Orour GPA is hidden from employers      By making your GPA visible, top personase tip base to be toop from	Work & Volunteer Experience Brigham Young University:

Second, add your work experience. Scroll down to the section that states "Volunteer & Work Experience", and then click "Add Work Experience". You must add at least one thing, but you don't need to add every job you've ever had.

Finally, upload your resume. Click on your profile emblem again, and click on "My Documents".

The best way to get noticed by employers? Reach out.



Once there, click on "Add Document". Put in the document name, then select "Resume" as the document type. Once you have finished that, make sure you click on "Visible".

Documents		
Resumes	Add more resumes,	. cover letters, or transcripts
Name	On Profile	Date Added
Resumedocx	O Visible	December 3rd 2022
Cover Letters		
You don't currently have any cover letters uploaded. Why not upload one?		TERMIN
Transcripts		
You don't currently have any transcripts uploaded. With not upload one?		

Once you have finished this, go back to your main profile, copy and paste the URL, and insert it into the "Profile URL" box on Educator. If the requirement doesn't mark as complete immediately, click the refresh button next to "Major tasks" back on the Pre-Clinical tab.

### **Career Development**

Log into handshake.byu.edu with your BYU Netid and Password to find teaching opportunities and network with schools and districts across the nation.	
LOG IN TO HANDSHAKE	
Summary / Bio	
The more you complete, the more customized the system can be for you. Complete the following sections:	
Resume: Upload a PDF of your resume to auto-fill your profile. Click "visible" for schools/districts to see your resume.	0
Work Experience: Add past jobs & experience (don't forget your student teaching or internship), including bullet points from your resume.	0
Headshot: Upload a professional headshot and background photo.	0
Once you have finished the above, add the url for your profile below:	
Profile URL	

# **PRACTICUM 1 & 2 EXPERIENCES**

Practicum 1 shows up on every student's account, but only three programs actually require a practicum one experience. These programs are Dual Immersion, Elementary Education, and Early Childhood Education. Practicum 2 is required by every program.



Practicum courses give you a short experience in a school, preparatory to you doing your student teaching. Associated with your practicum courses are a TCA and EDA evaluation that your instructor will fill out for you. To complete this requirement, you will need to take your major's practicum course(s), then sign the TCA evaluation that your instructor will complete in your behalf.

# SIGNING THE TCA EVALUATION

To sign your TCA evaluation after it has been completed on your behalf, go to the homepage or "Accounts" tab on your account, then click on the blue hyperlink "Complete/Sign Evaluations" in your current tasks box.



Double click on the desired evaluation, or click on the row once and click "Complete/Sign Evaluation".

	v Student	balation V	Evaluator			SEARCH RESET
fear Term	Dadent	Evaluation	Evaluator	Completed	unc signed	Diudent Signed
miwter 2023		Pets		in Progress	6/30/2023	

First you will need to complete a Clinical Evaluator Feedback Survey (CEFS). You will answer four short questions about the evaluator who completed your survey in your behalf, as well as submit any comments you have for them. Then, click "Submit Answers".

sessment prepared by the Educator Preparation Program (EPP), to be comple	ted before PAES.			
aluator:				
duatee:				
andidate's feedback for the Evaluator				
	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)
Effectively supported you during your field experience (e.g., collaboration, modelling, coaching, feedback, encouragement, teaching resources, responsiveness).	0	0	0	0
Helped you learn about planning, assessment, and/or instruction.	0	0	0	0
Supported you in establishing a classroom environment conducive to learning,	0	0	0	0
Used BYU'S PAES instrument to provide formative and summative feedback.	0	0	0	0
er comments/suggestions, or strengths of the evaluator that you have not	mentioned:			

Finally, review the TCA evaluation. Be sure to read your feedback so that you can improve for your final student teaching experience. Then scroll to the bottom and click where it asks for the student signature and enter your name. Then click "Save".

Reviewer Signature		
Candidate Signature		
	SAVE	

# FINAL CLINICAL EXPERIENCE APPLICATION

# **BASIC INFORMATION**

In this section, you will agree to two terms for your student teaching. After this, you will fill out information concerning an emergency contact of your choice. Once you're done, click on the "Submit" button.



### **AUTOBIOGRAPHY**

Pre-Clinical > Pre Clinical Requirements > Autobiography

### Autobiography

Make sure that your information is current. Please upload a professional headshot. Headshot requirements: please select an individual photo of yourself no mo than the shoulders and up. No group pictures or overly edited pictures.

First, you will upload a professional headshot photo. Do this by clicking on "Change Image".

Personal Information	Headshot
Name Jane Doe	
Email cade_chariton@byw.edu	CHANGE IMAGE
Mailing Address 123 Drury Lane Provo, UT 84604	GENERATE PDF
Phone Number 801-123-4567	

Below the headshot, you will write a 750 word maximum biography. For further information, please read the instructions. Remember that you are writing to a potential, future employer; remain professional and concise. Once you're done with this part, click on the "Submit" button.



### PREFERENCES

Here you will choose the semester you will do your student teaching. Second, you will choose the type of final clinical experience you are applying for (eg. student teaching, internship, NISTP).

Finally, you will fill out school preferences. Please note you may not get the school of your choice. Finally, click "Save".

Some important things to note here are that your final clinical application due dates are determined entirely by what semester you put into your preferences. Once you have past the due date, you cannot change anything on your application, including things on your preferences. Be absolutely sure you know what semester you will be doing your student teaching before filling out this section.

Account	Admissions	> Pre-Clinical	Clinical	>	Alumni
re-Clinical > Pre Clinical R	equirements > Preferences				
Preferences					
his information will be used to	o place you. Your choices are not	guaranteed.			
AJOR: Chemistr	y Education				
hat semester are you applyi	ng to start your final clinical exp ~	perience?			
hich final clinical experience	e are you applying for?				
) Student Teaching 🔿 h	National/International Student T	eaching Internship	i.		

# EDUCATOR LICENSE AGREEMENT

In this section, you will read each agreement and check each box. Once you finish reading and checking each statement, this part will be completed.



### COURSE DEFICIENCY APPEAL FORM

IA course deficiency is when you need to take a course or courses at the same time as your student teaching or internship. If you do not need to take a class during your student teaching, please select "I have no deficiencies".



If you do have deficiencies, click on "New", then fill out the course information and click "Save". Once you have finished this, please check the box indicating that you know this course cannot interfere with student teaching.

Finally, click "I have deficiencies", and you are finished.

Select requir	red courses			
oliment Type				
mester				
urse Type				
anation				
SELECT COUR	RSE			)< ≪ 1 to 20 of 7884 >>
SELECT COUR	RSE			K ≪ 1to20of7884 ₩ 1
SELECT COUS Department Name	Course Number	Course Suffix	Course Description	4 ≪ 1to 20 of 7884 🗰 1
SELECT COUS Department Name Q	Course Number Q	Course Suffix Q	Course Description	₩ ≪ 1to 20 of 7884 ₩ Q
Department Name Q ACC	Course Number Q 200	Course Suffix Q	Course Description	K ≪ 1to 20 of 7884 🗰 1
SELECT COUS Department Name Q ACC ACC	Course Number Q 200 201	Course Suffix Q	Course Description Principles of Accounting Principles of Fin Accounting	₩ ≪ 1to 20 of 7884 ₩ Q
Department Name Q ACC ACC	Course Number Q 200 201 202	Course Suffix Q	Course Description Principles of Accounting Principles of Fin Accounting Principles of Fin Accounting	K ≪ 1to 20 of 7884 ≫
BELECT COUR Department Name Q ACC ACC	Course Number Q 200 201 202 202 241	Course Suffix Q	Course Description  Principles of Accounting  Principles of Fin Accounting  Prin of Managerial Accounting Business Law	₩ ≪ 1 to 20 of 7884 ₩ Q

### **APPLICATION REVIEW**

To complete this section, schedule an appointment with your academic advisor. You will both go over your application together. If your application is approved, it will be submitted automatically. Following your appointment, your application will go to your program coordinator for further approval. Once your application has been approved the second time, you are finished with the Pre-Clinical tab and ready to start your student teaching!

Ø	Educator License Agreement	Completed	
0	Course Deficiency Appeal Form	Completed	>
0	Application Review   Chemistry Educat	Due: 3/18/2023	~
	appointment to meet with your academic advisor. Once the advisor review is complete, yo	ur application(s) will be reviewed &	
approved (without condition	ppointment to meet with your academic advisor. Once the advisor review is complete, yo by your major (and minor) program coordinator(s). One of the following outcomers will ha conditions), it will be automatically submitted. 2) if your application is conditionally appr a before you can submit it. 3) if your application is denied, you will need to meet with you Completed all other requirements	or application(s) will be reviewed & ppert) if your application is approved wed, you will have to verify the major (or minor) program coordinator.	
approved (without condition	ppointment to meet with your academic advisor. Once the advisor review is complete, by by your major (and minor) program coordinator(s). One of the following outcomers will ha conditions), it will be automatically submitted. 2) if your application is conditionally appr is before you can submit it. 3) if your application is denied, you will need to meet with you Completed all other requirements Advisor has approved your application	or application(s) will be reviewed & pper: () if your application is approved wed, you will have to verify the "major (or minor) program coordinator.	
approved (without condition	uppointment to meet with your academic advisor. Once the advisor review is complete, you your major (and minor) program coordinated (x). One of the following outcomers will ha conditional, it will be automatically submitted. 2) if your application is conditionally appr a before you can submit it. 3) if your application is denied, you will need to meet with you           Completed all other requirements         Advisor has approved your application           The Program has approved your application         The Program has approved your application	or application(s) will be reviewed & ppen: () if your application is approved wed, you will have to verify the 'major (or minor) program coordinator.	

# **EXCLUSIVE SECTION**

### ORAL PROFICIENCY INTERVIEW

This section is only required by the language teaching majors and minors. Much like the Praxis exam, this section is an oral proficiency test that categorizes your language ability.

0	Oral Proficiency Interview   Spanish Teaching			
0	Oral Proficiency Interview   Dual-Language I			
The Ora 30 minu To regis	al Proficiency Intervi ute conversation wit ster for this interview re information, visit	w (OPI) is a measure of spoken proficiency in a h a proctor who measures oral ability in the targ s, visit https://byuopi.com/ Oral Proficiency Interview (OPI) (byu.edu)	foreign language. The interview consists of a telephoned 20- et language.	
Lang	juage A	Test type	Minimum rating	
Chine	ese-Mandarin	OPI-ACTFL-OFFCL	Advanced-Mid	
Frend	ch	OPI-ACTFL-OFFCL	Advanced-Mid	
Germ	ian	OPI-ACTFL-OFFCL	Advanced-Mid	

To register for this interview, click on the drop-down arrow and select the first link. Fill out all the information, then click "Submit"Once you have registered for the interview, click on the drop-down arrow and follow the marked link. This will take you to an information page with resources to study for your exam.

Ex: 123-456-7890
Phone Number
Verification
Please verify that the above information is correct. Once you have double checked, please type "VERIFIED" in the box below.

Phone Number

You will need to pass the test with advanced to mid proficiency. After you have taken the test and the results have come back, your OPI requirement will mark off automatically.

# FAQ's

# QUESTION

I put in something in my preferences (ie. mode, semester) but it has since changed. Educator won't let me change it on my own, what should I do?

# ANSWER

Reach out to our office at 801-422-1190 and we can manually change your preferences for you!

# QUESTION

I took the Praxis but it isn't checking off?

# ANSWER

Try clicking the refresh button on the Pre-Clinical tab. If that doesn't work, contact our office. If you were recently married and put your new last name on the test but BYU only has your maiden name, that can create some test recognition

### QUESTION

My program doesn't require practicum 1. Can I remove it or check it off on my application?

### ANSWER

Of course! Contact our office and we can delete the requirement from your application.