

Planning Process

1. Meet with your Academic Advisor to discuss your readiness for your intended practicum semester. Students must meet the following to be eligible for practicum:

- Complete all practicum prerequisites courses for their program
- Complete all MTEls required for the license being sought (deadlines listed below)
- Complete and document an Early Field Experience
- Hold a GPA of 3.0 or higher
- No Incomplete or Failing grades

2. Attend an Information Session to begin the process.

On-campus students: Information sessions are held every fall and spring semesters. Attend a session the semester prior to your intended practicum.

Off-campus students: Information Sessions will be scheduled on location during your regular weekend course dates approximately two semesters in advance of your anticipated practicum.

If you cannot attend the scheduled sessions, please contact the Field Placement Office
<https://www.lesley.edu/academics/graduate-school-of-education/field-placement>

3. Complete the Online Practicum Application: Your completed application is the **FIRST** indicator to our office that you intend to complete a Practicum and will officially begin the placement process. **Please see below for Application and MTEL Score Report deadlines for the Fall and Spring semesters.**

Important Notes:

Communication with the Field Placement Office is vital to successfully planning your practicum!

- *Students must have an updated Practicum Application on file before being allowed to proceed further with their practicum planning and approval*
- *All required MTELS do not need to be passed in order to submit an Application*
- ***Students needing placement must complete the Practicum Application to begin the process of finding a practicum placement***

4. Submit the remaining documentation directly to your Field Placement Administrator (refer to Checklist below) for approval.

5. Once your practicum documents are reviewed and approved, your Field Placement Administrator will notify you and give instructions on registering for the practicum and seminar.

6. Register for your practicum and seminar

Practicum Documentation Checklist

Practicum Application	<input type="checkbox"/>
MTEL Scores: For more MTEL information please visit: https://www.lesley.edu/node/2261	<input type="checkbox"/>
Current Resume	<input type="checkbox"/>
Early Field Experience Documentation	<input type="checkbox"/>
Supervising Practitioner Paperwork	<input type="checkbox"/>
Copy of Supervising Practitioner’s License (screenshot of ELAR profile is acceptable)	<input type="checkbox"/>

Important Deadlines

Practicum Application Deadlines

Fall Semester Practicum: May 31st
 Spring Semester Practicum: December 1st

***MTEL Score Report Deadlines**

Fall Semester Practicum : August 18th
 Spring Semester Practicum: December 20th

Links to all paperwork: <https://www.lesley.edu/academics/graduate-school-of-education/field-placement> and select *Practicum Requirement* section