



Form W

## **Policy on Working During Clinical Practice**

Because clinical practice should be the primary focus for the fifteen week experience, student teachers should plan not to work during the semester they have clinical practice. Because clinical practice is far more demanding than a full-time college coursework load and because teaching itself is a full-time job, student teachers should plan in advance not to work. Sometimes, however, financial obligations or circumstance require a student to continue working during clinical practice. This should be the exception, rather than the rule.

If a student has the need to work during clinical practice, s/he must obtain permission to work from the Chair of the Education Division. A Request for Permission to Work During Clinical Practice form may be obtained from your advisor or the Education Division Office. It should be completed and submitted to the Chair during the semester **prior** to clinical practice. When a student has the need to work during the clinical practice experience, failure to file the mandatory form (semester prior to clinical practice) is grounds for removal from the clinical practice placement.

Approval of a student's part-time employment depends on its nature and timing. Permission is more likely to be granted if:

- ▶ work hours are restricted to weekends.
- ▶ work totals less than 15 hours per week.

Requests to work are most likely to be granted if the student teacher:

- ▶ has a history of strong academic performance.
- ▶ has worked prior to the clinical practice semester and is fully aware of the job's responsibilities.
- ▶ has a job that is not extremely demanding in terms of time or workload.

A student who can demonstrate that s/he has always been able to balance work and coursework is more likely to be able to handle working during clinical practice.

Clinical practice responsibilities must take precedence over work responsibilities. If a student teacher is not keeping up with clinical practice responsibilities, s/he may be asked to reduce work hours or terminate the employment altogether.

Approved 8/20/2009



## Request for Permission to Work During Clinical Practice

Name \_\_\_\_\_ Semester of Clinical Practice \_\_\_\_\_

Proposed Employment \_\_\_\_\_ Hours Per Week \_\_\_\_\_

Days and Times \_\_\_\_\_

Circumstances that require you to work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that if granted permission to work, work must not take priority over clinical practice. I realize that work schedules or work responsibilities must not interfere with clinical practice tasks. I will modify my work schedule at any time when I believe that work is interfering with my success in clinical practice.

Signature \_\_\_\_\_

**Please do not write below this line.**

### Recommendation of Chair, Education Division:

\_\_\_\_\_ Request to work is approved. Please bear in mind that "work concerns" should in no way interfere with your clinical practice responsibilities. Clinical practice comes first!

\_\_\_\_\_ Request to work is pending. Please schedule an appointment with the Chair, Education Division.

\_\_\_\_\_ Request to work is denied because of the following reason/s: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For further information regarding the recommendation above, schedule an appointment with the Chair of the Education Division in EC 213.**