

SPU's Center for Professional Education EDCN 5730 Preparation Timeline

We know that life can get busy, so we've mapped out a detailed plan to follow when preparing for your capstone practicum course, EDCN 5730. This will help you make sure to meet the application deadline and start the course fully prepared for success.

❖ **Pre-Application Preparation Tasks (at least *three months* prior to course start date):**

1. Schedule your WEST-E Health Fitness test (scores take about two weeks to be processed, and numerical score is required for application submission.)
2. Obtain mentor and administrator agreement signatures.
 - a. Mentor agreement will ask for mentor's teaching certification number.
 - b. If prospective mentor has extensive subject experience but no endorsement, they may email a resume to endorse@spu.edu for approval.
 - c. Mentors work on a volunteer basis.
3. Discuss your unit plan scheduling with mentor teacher.
4. Carefully review all Field Experience documents, posted in the first page of the Field Experience application.

❖ **On the Application Due Date:**

1. Submit your application, complete with mentor & admin signatures and official WEST-E score report.
2. Applications are due approximately two months prior to the course start date. Winter 2024 course apps are due 10/31/2023, Spring 2024 apps are due 1/31/2024.
3. You may submit your application with some of your coursework still pending. There will be a section of the application where you will be able to list your coursework completion plan.

❖ **Two weeks after your application submission:**

1. Our office will contact you with your application decision, and clearance to register for the course if appropriate, and registration deadline. Full course cost is due at time of registration.

❖ **At least two weeks before your course start date:**

1. Our office will contact you to notify you that the Canvas course page is live for your review. You may use this course preview opportunity to prepare your two-week unit.

❖ **On your course start date:**

1. You'll be introduced to our Field Experience supervisor via email and asked to schedule a 30 minute zoom introduction chat.
2. During your introduction chat, you will map out a personalized schedule for your 10-week course, including choosing when to submit your two-week unit plan for review and revision, and when to teach your two-week unit plan and schedule observations.