

Add-on Endorsement Field Experience Preparation Timeline

Follow this detailed roadmap to prepare successfully for your capstone practicum, EDCN 5730. This is a 10-week course is offered Fall (Sept-December) Winter (Jan-March) and Spring (March-May). Visit the course registration page to access the application and view specific dates for each offering.

❖ **Three Months Prior to Course Start Date: Pre-Application Preparation Tasks:**

1. Determine your capacity for completing this 5-credit graduate-level course; choose a quarter in which you have capacity to devote 10-15 classroom hours and 40-60 study hours toward this capstone course.
2. Schedule your WEST-E / NES test (scores take about two weeks to be processed, and numerical score is required for application submission.)
3. 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.
4. Discuss your unit plan scheduling with mentor teacher.
5. Carefully review all Field Experience documents, posted in the first page of the Field Experience application.

❖ **Application tasks (application is due two months prior to course start date)**

1. Submit your application, complete with mentor & admin signatures and official WEST-E score report.
2. Applications are due: Fall 2024 due 7/31/2024, Winter 2025 due 10/31/2024, Spring 2025 due 1/31/2025.
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, 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 will schedule a 30 minute zoom introduction chat within week one of the course.
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.