

Subject: WGU Request for Preclinical Experience Placement - X
Date: Monday, September 18, 2017 at 4:42:22 PM Eastern Daylight Time
From: Laurel Wood
To: Patricia L. Otero



Dear Patricia,

I hope this email finds you well. I am writing to request that the following Western Governors University (WGU) student be considered for a preclinical experience (60 hours of classroom time that precedes student teaching) placement with your school district. [WGU](#) is an NCATE and regionally accredited, non-profit, online university that specializes in competency-based education.

Student: X
Program: X
Certification Goal: X
Grade Level(s): Any Grade 1-6
Subject(s): Elementary Multi Subject
Estimated Dates: September 2017 - October 2017
Hours Needed: 60 hours
Additional Information:

All WGU teacher candidates are required to complete 60 hours of preclinical experiences prior to student teaching. During this time, the student will mainly observe and participate in a wide range of teaching experiences with host teachers at the school to develop the skills and confidence necessary to be an effective teacher. We are requesting your participation in this process by hosting our teacher candidate.

We will ensure our students have the proper background clearance(s) on file with WGU prior to them entering the classroom for their preclinical experiences.

Please let me know if there is any additional information that I can provide for you. I look forward to working with you to continue building the relationship between WGU and your district. Thank you for considering this request.

Sincerely,

Laurel Wood
Placement Coordinator
Field Experiences Team
Western Governors University
4001 South 700 East, Suite 700
Salt Lake City, UT 84107
Phone: (866) 889-0132 x7812
Fax: (801) 401-7961
fieldplacement@wgu.edu

Subject: Re: Placement request

Date: Tuesday, October 17, 2017 at 4:06:00 PM Eastern Daylight Time

From: Nancy Silcox

To: Patricia L. Otero

Hello Patty,

I just submitted the online registration for XXX who wants to do her practicum placement in Howard County Schools . Please let me know if it went through. Will I be communicating with Melissa Daggett for XXX placement in schools with excellent library programs and experienced librarians.

I have forwarded the fingerprinting and background check requirements to XXX. Please let me know when she should begin that process.

This is the first time The Catholic University of America has placed a student in Howard County Schools. We do have Memos of Understanding with other districts where we have placed students. If you have a standard document, please send me a copy. Otherwise, I can send you what CUA has used with other districts.

Thank you for your help in placing our student. I look forward to working with your librarians.

Best regards,

Nancy

Nancy V. Silcox, MLS, NBCT
School Library Media Practicum Coordinator
Department of Library and Information Science
The Catholic University of America

On Fri, Oct 13, 2017 at 2:37 PM, Patricia L. Otero <Patricia_Otero@hcpss.org> wrote:

Hello Nancy,

Melissa has forwarded your request my way since my office oversees these requests for placements.

We have a database that we use for all universities to enter placement requests. Here is the information you need:

Link: <https://pdsp.hcpss.org/PDSP/index.jsp> (works best to use firefox or google chrome web browser)

Username: X

Password: X

I have also attached a quick card that should help guide you through the process of entering the request. Once you get the request entered in our system we will begin working on the placement for your student.

I am also attaching information for you about our Criminal Background check procedures as well because all students are required to get that completed to be cleared to work in our schools.

Please let me know if you have any questions.

Patty Otero

Facilitator

Teacher and Paraprofessional Development and Support

Division of Human Resource and Leadership Development

Howard County Public School System

Phone: [\(410\) 313-5641](tel:4103135641)

From: Nancy Silcox <silcox@cua.edu>

Date: Wednesday, October 4, 2017 at 8:29 PM

To: Melissa Daggett <melissa_daggett@hcpss.org>

Subject: Catholic University Library Practicum student

Hello Melissa,

Laura Spangler, a former colleague in Alexandria City Public Schools, suggested I contact you to arrange for a CUA school library student to do her practicum in Howard County. The student lives in Howard County so this would be very convenient for her. She will be ready to do the practicum Spring 2018.

Practicum students need to complete 120 hours divided between elementary and secondary levels. I've attached the practicum guidelines and the activities checklist so you can see what our requirements are. We want to place our students with an experienced school librarian who has developed an excellent library program and who is willing to supervise and mentor someone entering our field.

Please let me know if this is something you can help me arrange.

Best regards,

Nancy

Nancy V. Silcox, MLS, NBCT

School Library Media Practicum Coordinator

Department of Library and Information Science

The Catholic University of America