



Graduate Assistantship Opportunity 2017-2018

This Assistantship provides support for the Division of Education, specifically in the area of Accountability and Data Management. Eligible candidates must be matriculated into a Fitchburg State graduate program. Examples of primary responsibilities include assisting in the preparation of Division accreditation reports, activities, projects, and events; attendance at Division and Standard meetings, assisting in the preparation and maintenance of Department of Elementary and Secondary Education candidate licensure records; assisting with Tk20 Assessment system maintenance. Required skills include punctuality and dependability; ability to maintain confidentiality; technology competence in Word, Excel, PowerPoint and other web-based systems; excellent and professional command of Standard English Conventions, oral and written; a pleasant and professional demeanor; and ability to work independently. Graduate Assistants receive tuition and fee remission for 15 credits and a stipend of \$8,800 for the academic year beginning September 2017 and ending June 30, 2018. Indicate interest via email, including a current resume, to jmiles6@fitchburgstate.edu. No phone calls please. A complete job description with benefit information will be forwarded to interested candidates.

Practicum Information Sessions for Graduate Students

Does your initial licensure program of study have you ready for Fall 2017 practicum?

Your attendance at a Graduate Practicum Information Session is strongly encouraged. You will learn essential information about practicum, including details and timelines on the application process.

Wednesday, March 8, 4:30-5:00 p.m. McKay Building Room C159

For more information, contact Jason Miles, Field Placement/Partnership Coordinator at jmiles6@fitchburgstate.edu

Practicum Application Information—Fall 2017

Even if you have an MTEL pending, you must submit an **Application for Graduate Practicum NO LATER THAN May 1, 2017** for fall practicum. *If you are needing a placement, please submit your application as soon as possible.* If you are employed at your practicum site, you must secure an on-site mentor/supervisor. Eligible mentors/school supervisors hold an initial or professional license in the area of licensure that you seek, have taught under the initial license for at least 3 years, and have been rated proficient or higher on the Educator Evaluation System.

The Application for Practicum with an attached Mentor Teacher/Supervisor Application can be found on the Education Unit website at : www.fitchburgstate.edu/edunit >Practicum/Licensure >RESOURCES >Application for Practicum GR

Applicants for Graduate Practicum must meet with their program advisor for a Stage Two Review to confirm eligibility for practicum. **Stage Reviews are due to the Field Placement Coordinator no later than May 1, 2017.**

A Fingerprint as well as a CORI background check are now required for practicum candidates in the Commonwealth schools. Contact Jason Miles, Field Placement/Partnership Coordinator, at jmiles6@fitchburgstate.edu for more information. **SAVE THE DATE!** Graduate Orientation to Practicum for ELIGIBLE candidates only - **September 7, 5:30 p.m.**

Application for Licensure

At the completion of your practicum and program of study licensure requirements, you may apply for licensure through the Fitchburg State University Office of Licensure. For the complete and detailed Application for Licensure Instructions, please review the last two pages of the Practicum Handbook or visit our Education Unit website at:

www.fitchburgstate.edu/edunit >Practicum/Licensure >RESOURCES >Licensure Instructions

Follow the instructions carefully and accurately as you build your licensure packet. Also apply for the SEI endorsement, if not previously endorsed through your district. Incomplete forms, missing documents, and omitted signatures delay the processing of your endorsement. When your licensure packet is complete, you may submit it in person by arranging an appointment with Ann Hogan at ahogan@fitchburgstate.edu or by mailing your packet to:

Ann M. Hogan, Director of Educator Licensure Fitchburg State University, 160 Pearl Street, Fitchburg, MA 01420