Guidelines for Practicum Placements

**Worksite Placements**

1. Students may complete two practicum experiences at their worksite; director’s consent is necessary.
2. The student must have been employed at the center for at least 3 months full-time or equivalent hours.
3. The experiences may take place in the student’s typical classroom.

1. The student must be supervised by an experienced (minimum of Registry credential- Level 9) co-op teacher who must be present in the classroom at all times.
2. Ideally, the center must be at least 3 stars on YoungStar rating scale.

**MATC Placements**

1. All students must experience at least one placement at an MATC child care center.
2. Up to 2 MATC experiences may be allowed.
3. If a student has received advanced standing for any practicum(s) they are only allowed one MATC experience.

**Age Categories**

1. We try to create experiences for students to interact with infants, toddlers & preschool age children. However,
   1. Students may request a school age experience (ages 6-8).
2. Students must experience at least two different types of settings (i.e., Head Start, family child care center, group child care center, special needs child care center, etc.)

**Order of Practicums**

1. Practicums must be taken in chronological order.
2. Only one practicum can be completed per semester. (Introductory Practicum, Intermediate Practicum, Preschool Practicum and Advanced Practicum). Practicums taken during the summer semester offers an accelerated opportunity.

**Advanced Standing**

1. Students may receive advanced standing for two practicums
   1. one advanced standing for earning a CDA (Practicum 1).
   2. one advanced standing for any credential (Practicum 2 or 3).
   3. ***When using advanced standing for a practicum, this is considered a work site experience.***
2. Students are only eligible to earn Credit for Prior Learning (CPL) advanced standing for two practicums: Practicum I and one other practicum of their choice.
3. Advanced standing cannot be combined with other options; for example, a student is unable to earn two practicums of advanced standing through the CPL option and another practicum advanced standing through other options.
4. ***The ECE program will only honor advanced standing for two practicums.***

**Placement Process**

1. Every semester an email reminder will be sent to all ECE students. This reminder will include CBC information, registration deadlines etc.
2. Students should complete a Practicum Placement Request form which is disseminated by the Practicum Coordinator.
3. The Practicum Coordinator will choose from the options the student indicated on his/her placement form as long as all guidelines are being followed, i.e.,
   1. Criminal Background Check (CBC) is completed.
   2. There are spots available at the requested child care center.
4. If a student fails to complete the request form, their field experience will be determined by the Practicum Coordinator.
5. Registration for practicums 2, 3, & 4 close ***three weeks prior to the end of the semester. Students should put their name on the waitlist if the class is full. NO ONE IS ALLOWED INTO THE CLASS AFTER THIS DATE WITHOUT CONSENT FROM PRACTICUM COORDINATOR.***
6. If instructor permits, students on the waitlist (must be on the waitlist before the class closes down - three weeks before the semester ends) will be notified based on MATC contact information and given the opportunity to register for the class during a specific time frame.
7. All students must complete an annual Health Certification that includes a medical professional’s verification of Tuberculin.
8. Students will be sent instructions to complete a Criminal Background Check (CBC) from the Department of Children and Families.
   1. This CBC process must determine a student “eligible” to work in a child care program.
   2. As of October 1, 2018 the Wisconsin Department of Children and Families (DCF) is conducting Criminal Background Checks for all new caregivers. All students will initially need to complete DCF form 5296 Background Check Request **two weeks prior to the start of the semester**.
   3. Students should deliver their completed 5296 form to:

Chrishele Bates, Practicum Coordinator

Milwaukee Area Technical College

Room H226

700 W. Highland Ave.

Milwaukee, WI 53233

* 1. Upon completion and submission of form 5296 students will receive a letter via U.S. Postal to the address used on their form that indicates they will need to set an appointment to go to a “Fieldprint location”. To find a location near you go to:<https://fieldprintwisconsin.com/SubPage_2col.aspx?ChannelID=320>
  2. **If the student misses their appointment, they will be responsible for an additional charge of $7.75 to make another appointment.**
  3. **Two forms of ID must be presented at the time of appointment**
  4. To reschedule without a fee, please call Fieldprint at (877) 614-4364 before a scheduled appointment.
  5. Preliminary eligibility will be known within 24-72 hours; at that time students are approved for supervised observation in the child care classroom.
  6. If a student maintains enrollment in Practicum courses and/or in the field, they will only be subject to an annual ‘name check’ with their primary employer/institution.
  7. If a student is completing a worksite placement **and** is currently employed (has a current background check on file with that employer) they do not need to do an additional DCF background check at that time.

1. Students who are eligible for Federal Work Study through their Financial Aid package should work with their instructors to create timesheets for monetary compensation. This would allow students to get PAID for their practicum hours.

These guidelines were created through a Collaborative Decision Making Process by the MATC Early Childhood Education faculty team.

Updated Summer 2019