

Dear teacher candidates, supervisors, and faculty teaching clinical courses:

With the evolving CSU response to the coronavirus outbreak in Ohio, we have received questions regarding the implications for field and clinical work in schools as part of teacher licensure programs. Please be assured that the college is working in close communication with the CSU response team as well as the Ohio Department of Higher Education and universities around the state to implement fair policies that do not penalize candidates for situations out of their control. Because of the fluidity of the situation, policies are subject to change. As of this morning, here are answers to common questions related to field and clinical work in schools:

- 1. Internship 2/Apprentice Teaching 2/Student Teaching.** Per guidelines in the OFS Handbook, teacher candidates follow the calendar and emergency response policies of the school where they are completing the experience. This means:
 - a. If the district remains **in session**, candidates report to school and all professional obligations which are required for the mentor teacher.
 - b. If a district moves toward **online instruction**, candidates should collaborate with mentor teachers to assist in the delivery of online instruction.
 - c. If a district **Cancels classes**, these absences would be considered “emergency days” and are excused absences that do not need to be made up. NOTE: The Ohio Revised Code mandates a minimum 12-week student teaching experience for licensure. If districts close for a period of time that does not allow candidates to complete 12 weeks before the end of the semester, CSU (and other Ohio universities) will confer with the state to determine whether a waiver is possible.
 - d. **Seminars** will continue via in-person or online format, according to CSU policy.
 - e. **Observations** will continue as long as the district remains open. If a district cancels classes making observation impossible, CSU will rely on the observations that have been completed up to that point.
 - f. **edTPA** remains a requirement. edTPA voucher codes will be provided shortly through OFS.
 - i. If videotaping and student work have already been collected, candidates should plan to submit edTPA by the April 7th due date.
 - ii. If videotaping and student work have not yet been collected, candidates should move quickly to complete the learning segment so that all materials are available to complete the edTPA commentaries prior to any potential school closings.
 - iii. If a district **Cancels classes** before the learning segment has been taught, candidates should immediately contact their supervisor. Supervisors will consult with OFS to determine the appropriate next steps.
 - iv. CSU is exploring options for supporting edTPA submission through face-to-face or online options.
- 2. Internship 1/Apprentice Teaching 1/Practicum.** Teacher candidates in this experience follow the calendar and emergency response policies of the school where they are completing the experience, with the following differences noted from student teachers:
 - a. If a district moves toward **online instruction**, candidate collaboration with the mentor to assist in the delivery of online instruction is optional.

- b. If a district **cancels classes**, these absences are considered “emergency days” and are excused absences that do not need to be made up.
 - c. **Seminars** will continue via in-person or online format, according to CSU policy.
 - d. **Observations** will continue to the degree possible.
3. **All Other Clinical Courses.** Candidates in all classes other than those listed above will follow the university course policy of moving classes online. This means that **clinical work in these classes will be suspended** for the duration of time that CSU classes are moved online. Course content in these courses will be delivered through an alternative format, to the extent possible. Missing hours from the clinical work will be considered “emergency days” and do not need to be made up.

The College of Education and Human Services is committed to the health and safety of all our candidates as well as the students and staff at the schools where you work. If you have any underlying health or medical condition that puts you at a higher risk for coronavirus complications, please contact the Office of Field Services immediately to determine next steps. We continue to urge everyone to implement the personal prevention protection methods to prevent flu and other infectious diseases as recommended by the CDC:

- **Above all, if you are not feeling well, stay home**
- Wash hands often with soap and water for at least 20 seconds; dry hands with a clean towel or air-dry hands.
- Use alcohol-based hand sanitizer when soap and water are unavailable.
- Cover your mouth with a tissue or sleeve when sneezing or coughing. Throw used tissues in the trash.
- Use wipes where available to disinfect high-touch surfaces (door handles, light switches, desks, phones, computer keyboards, etc.)
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.

We will keep you updated as the situation evolves. Continue to monitor your CSU email for updates.