



University of Puerto Rico at Ponce  
Department of Education and  
Physical Education  
Office of Clinical Practice



Application Protocol  
For Clinical Practice

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Director

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## DEAR STUDENTS:

We have prepared this brochure with the purpose of getting acquainted with the Clinical Practice course at elementary school.

Now that you are approaching this stage where you will apply the theories, knowledge and skills acquired during your years of study, it is of the utmost importance that you know what this course consists of as well as the requirements and the process of enrolment.

We hope that this experience will be a significant, enriching and rewarding one, where you can complete your professional preparation in the most successful way possible.

Success! Go ahead!

Coordinator and Supervisors Clinical Practice

Vo. Bo. Prof. Carlos H. Pagán Rivera  
Director

## WHAT IS CLINICAL PRACTICE?

It is a culminating and intensive activity in which students-teachers teach 225 hours per semester to students of the elementary level in their real scenario.

It is an essential phase in which all the theoretical knowledge and skills acquired through the university years are empirically and pragmatically manifested. In the practical experience, the student will reaffirm the skills developed in the course of the learning carried out throughout his or her life of studies in the Elementary Education Program.

It consists of a six-credit course that includes three hours a day for four days a week at the Practice Centers under the guidance and supervision of The Cooperator Teachers and a Teacher Practice Supervisor.

This teaching experience is enriched with a three-hour seminar day per week with the university supervisor where professional development activities will be coordinated and all aspects related to the Program will be discussed.

## PROTOCOL OF ADMISSION TO CLINICAL PRACTICE

The application requirements for admission to the Clinical Practice are as follows:

- Announce practice application process, one week after completing course enrollment. (See Appendix 1)
- Interview with department director.
- Complete the Clinical Practice Application (See Appendix 2) and deliver with updated official academic assessment.
- Having academic progress of 3.00 evidenced by academic evaluation.
- Have completed the required courses according to the curriculum established in the Program of Studies of the Baccalaureate in Elementary Education of the University of Puerto Rico in Ponce.

It is also required to attend an orientation meeting during the semester prior to which the student is interested in performing the Clinical Practice. In it, students are offered a general explanation of aspects related to the admission process, requirements, and selection of practice centers, among others. This is compulsory. It is notified to you with prior notice.

## CERTIFICATION NUMBER 1999-2000-44 OF THE ACADEMIC SENATE OF THE UNIVERSITY OF PUERTO RICO

It states that the Clinical Practice course at Elementary School is equivalent to a full academic load.

In other words, the student will be able to take only this course and the same will be equivalent to a full academic load (12 credits).

## DOCUMENTS AND MATERIALS REQUIRED IN THE CLINICAL PRACTICE

Among the materials and documents you will use in the Clinical Practice are:

- 1 3-inch or 4-inch folder with *Zipper* (can be of any color and material)
- 1 1-inch folder
- 1 *Roll Book* (any color, will be lined and divided by areas).
- 2 Folders (1 of 3 inches and 1 of 2 inches) (to be discussed)
- 2 Boxes (1 for materials and 1 for posters): It may be the ones you prepared in the Workshop course. You can buy them too.
- 3 notebooks (may be small)
- 1 dictionary from English to Spanish

## UNIFORM WEAR

The clothing will be as follows:

### **Females**

- White, black and red blouse
- Black trousers or skirt
- Red scarf

## Men

- Three-color short sleeve shirt (red, white and black)
- Casual trousers (no mahones)

NOTE: The uniform is compulsory to enter schools.

## DEFINITIONS OF TERMS YOU SHOULD KNOW

1. **Practice Center**- are those accredited public or private schools in Puerto Rico where students from the University of Puerto Rico and accredited private universities will get their pre-practice experiences or interned and acquisition of experiences and guidance in all the regular functions of the teacher.
2. **Teacher Practice Coordinator - Agent representing the university that serves as a liaison** with the Department of Education, Center Directors, Cooperator Teachers, Students-Teachers and Public or Private School Supervisors.
3. **Community** – Neighborhood within the area served by a school.
4. **Cooperator Director of The Practice Center** – is the official in charge of a school selected as the Practice Center.
5. **Student-Teacher** – a college-level student who has completed the minimum requirements required by the university to perform the Clinical Practice and has been accepted to perform it at a Center that meets the requirements established by the Program Clinical Practice of the Department of Education.
6. **Cooperator Teacher** – is the certified teacher who has passed the Teacher Practice course with a minimum of three years of experience and proven academic and professional competence, which will be responsible for the guidance, supervision and evaluation of up to two student-teachers.
7. **Clinical Practice** – is the culminating laboratory experience in which you are a student-teacher or another teaching professional gradually assumes responsibility in teaching one or more subjects to groups of students of the elementary or secondary level.

8. **Teacher Practice Supervisor** – is the professor of the university institution, who is responsible for coordinating, guiding and evaluating the work that the student-teacher performs.

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Appendixes