**Summary of Practicum Host Teacher Process**

**UAS Elementary Certificate and MAT Programs**

1. Meet with practicum student; review syllabus and assignments.
2. Register on LiveText. Registration information is found in the Practicum Packet. If you have previously registered, you should not do this again; use your existing account.
3. Once registered on LiveText, contact Lee Salinas with this email: cesalinas@uas.alaska.edu. You will receive an email from LiveText with further instructions.

 4. If you wish, register for the ED 593 course by registering online. The directions are on page 19 in the Practicum Packet. Meet with us at 4:30 on Wednesday, February 4 via audioconference. 800-570-3591, code 6506720. We encourage you to register for this credit. It’s 1 credit for supervising 1 class: 2 credits for supervising 2 or more classes. The cost is the same for 1=2 classes: $15.

 6. When it’s time to observe your practicum student, you will be doing this online via LiveText.

 7. At the end of the semester, the following is due on LiveText:

* Practicum Assessment Form for the class
* 3 lesson observations
* Dispositions Evaluation.
* All evaluations must be posted by April 24, 2015.

 Grades for the practicum student’s class and for ED 593 cannot be issued until these evaluations are complete.

Thank you.

Questions? Call Katy Spangler 907-694-7019 or email klspangler@uas.alaska.edu.