

NOTE: PLEASE READ THIS MESSAGE CAREFULLY AS REGISTRATION PROCEDURES FOR THE PRACTICUM ARE DIFFERENT FROM YOUR OTHER COURSES.

ELPS 562-The Administrative Practicum:

- The Practicum is offered during fall and spring semesters. This Spring 2018 Semester, two sections will be offered. The first section is on Tuesdays (7:00pm – 9:30pm at the Water Tower Campus) with Dr. Gary Zabilka. The second section with Dr. Cindy Whittaker will meet at a future determined day and time. Classes will meet four days – dates are TBD.
- Practicum is taken at the end of your Loyola program, whether it is for Type 75 Certification or Superintendent Endorsement.
- Students wishing to enroll in Practicum for Spring must have completed all but their last course.

Registration Procedures for the Practicum:

- Registration requires program approval—that means approval from Dr. Arresola that you completed the appropriate coursework to qualify for Practicum.
- If you qualify for Practicum during Spring semester, please completely fill out this application and e-mail to our Program Coordinator, Wendy Threadgill (wthreadgill@luc.edu) directly to request approval and admission into Practicum. This should be done ASAP. The application process is highlighted below:
- Step One: E-mail application to Wendy Threadgill (threadgill@luc.edu).
- Step Two: Wendy will print your transcript and forward it to Dr. Siobhan Cafferty along with your application.
- Step Three: Dr. Cafferty will check your transcript to determine whether or not you qualify. If you do not qualify, Dr. Cafferty will let you know ASAP.
- Step Four: Dr. Cafferty will forward your application to Wendy Threadgill, and **she will register you for Practicum.**
- Step Five: You will receive a confirmation e-mail telling you that you are registered for the Practicum.
- Step Six: Once you are registered for Practicum, you will be expected to attend the mandatory Practicum Orientation session for Spring Practicum. Date, time, and location of this session will be posted in a later list-serve announcement.
- If you have any questions email Dr. Cafferty at scaffer@luc.edu

School of Education
Superintendent Practicum Application



Water Tower Campus • 820 N. Michigan, 11th floor • Chicago, IL 60611
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Preparing people to lead extraordinary lives

Please print clearly

NAME _____ MAIDEN NAME _____

STREET_CITY _____ STATE _____ ZIP _____

Loyola ID # (LID) _____ PHONE (home) _____

(work) _____

Email _____ BIRTHDATE _____

PROGRAM: EdD Administration & Supervision Superintendent Endorsement only

When did you last attend? semester _____ academic year _____

STUDENT SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY:

Results of application and transcript review:

Yes No

Comments: _____

GPD Signature/Date

Date student notified by program ____/____/____