

Howard University
Department of Educational Administration and Policy

ANSWERS TO THE MOST FREQUENTLY ASKED QUESTIONS:

- 1. What is clinical practice and how does it differ from a practicum or internship?**
Clinical practice is a term used to describe the student's experience when placed in a setting where application is made of the content and theory received through coursework. Clinical practice for the M.Ed. program is a practicum. The course is EDAP 384: Practicum in School Administration. Clinical practice for the Ed.D. program is an internship. The course is EDAP 584: Internship in Educational Administration.
- 2. When does a student become eligible to take the practicum or internship?**
A student in the M.Ed. program is eligible to take a practicum after successful completion of five courses from among eight specific courses. Not just any five courses. A student in the Ed.D. program is eligible to take an internship after successful completion of all coursework and the preliminary examination.
- 3. How many hours are required to complete clinical practice?**
The duration of the practicum and internship is not determined by clock hours. The experience is full-time for a minimum of one semester. The student works the same hours as the field supervisor.
- 4. Who is the field supervisor?**
The field supervisor is the on-site (school or administrative office) administrator who has the responsibility for direct supervision, work assignments, mentoring, conferencing, and evaluating the student.. The field supervisor also collaborates with the department coordinator to determine the student's grade for the course.
- 5. What are the eligibility requirements for a field supervisor?**
The field supervisor must be licensed/certified as an educational leader or possess comparable credentials. The field supervisor serves on a voluntary basis and does not receive monetary compensation for his/her services.
- 6. What is the department coordinator?**
The department coordinator is the individual who approves and processes the application and selection of field supervisor, gives department assignments, conducts on-campus seminars, makes site visits, confers with the field supervisor about the student's performance, and is ultimately responsible for posting the grade for the course.

7. **How many credits are awarded for clinical practice?**
The Practicum is a 3 credit hour course. The Internship is a 6 credit hour course.
8. **How are placements determined?**
Students are expected to identify a school/district/organization of choice that meets the requirements of the respective program. The M.Ed. program prepares candidates to provide leadership in a school setting. The Ed.D. program is designed to prepare candidates for central or district level leadership positions. To the extent possible, clinical practice placements should be aligned with the goals of the respective program.
9. **Will a working student have to take leave from his/her job to engage in clinical practice?**
This applies only if the student elects to do so. Students are allowed to seek practicum/internship placements in local evening and summer school programs.
10. **What are the steps to follow in order to enroll in a practicum or internship?**
- a. *Read the application procedures.*
 - b. *Meet with the faculty advisor to discuss eligibility and receive written approval to take the practicum or internship.*
 - c. *Meet with the department coordinator of clinical practice to obtain a course syllabus and a letter of introduction for the prospective field supervisor. The current coordinator for EAP clinical practice is Dr. Lois Harrison-Jones.*
 - d. *Contact the administrator(s) where you wish to acquire your clinical practice experience.*
 - e. *Complete the Administrative Agreement form in consultation with the field supervisor.*
 - f. *Complete an application for the Practicum (M.Ed.) or Internship (Ed.D.) The field supervisor's curriculum vita should accompany the application or provided at a later time.*
 - g. *With the signature of the department coordinator, the student is approved for placement.*
11. **What does the practicum or internship require?**
Course requirements and expectations of the student, field supervisor and department coordinator are contained in the courses syllabi.
12. **What are the application deadlines?**
- **October 31 for the Spring Semester**
 - **April 15 for the Summer Semester**
 - **May 1 for the Fall Semester**