During the course of the practicum experience, the performance of the UIUC candidate will be assessed according to the criteria in the appropriate evaluation forms. As with all aspects of the professional preparation program at UIUC, these criteria and procedures reflect the overarching direction of the Conceptual Framework. The assessment criteria are grounded in the Illinois Standards for School Leaders and School Service Personnel and reflect critical, specific competencies essential to a successful practicum experience. At the point at which the supervisor, clinical experiences program coordinator, and/or cooperating practitioner determine that the candidate is not making adequate progress in one or more of the competency areas, the following procedure will be followed for remediation.

1. The clinical experiences program coordinator (CEPC) and supervisor will meet with the candidate and discuss the concern(s) explicitly. The cooperating practitioner will be included in the meeting at the discretion of the CEPC. Specific steps will be written for remediation and a reasonable time period for growth will be specified. A copy of the document will be given to the candidate, cooperating practitioner, supervisor, CEPC, appropriate adviser, and CTE.

2. If the conditions outlined for the candidate in step 1 are not met satisfactorily, University clinical experiences personnel will develop a Professional Growth Plan (PGP). The PGP will detail 1) expectations for successful completion of the field experience, 2) consequences of unsuccessful completion of those expectations and requirements, and 3) options for the candidate. The PGP will be discussed and signed by the candidate and representatives of the University. (The expectations and outcomes of the PGP remain valid even if the candidate does not sign the PGP.) The candidate will have the right to attach a written statement to the PGP. A copy of the PGP will be provided to the candidate, cooperating practitioner, supervisor, CEPC, appropriate adviser, and CTE.

3. Upon satisfactory completion of the specifications of the PGP during the practicum, the candidate will be eligible for certification. If the candidate’s progress is less than satisfactory, he/she will have the following options:
   - petition to withdraw from the practicum
   - request to complete the practicum during a future semester
   - petition to graduate without certification
   - accept an unsatisfactory grade in the practicum and not be recommended for certification
   - request an extended placement

   **NOTE:** If a petition is not submitted or is denied, the candidate will receive an "Unsatisfactory" grade in the practicum and will not be recommended for certification. Late drop petitions will not normally be considered by the clinical experiences program coordinator during the last two weeks of instruction for the semester.

4. If, at any time, the above procedures prove ineffective to solve the problem, the CEPC will intervene.

5. Candidates may refer to the Grievance Policy and Procedures for Student Teachers Enrolled in Certification Programs [here](http://www.ed.uiuc.edu/COE/CTE/cert/grievance.html)

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