

CLEMSON UNIVERSITY

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

CURRICULUM & INSTRUCTION

CU 6877 **PRACTICE TEACHING FILES
(FORMERLY STUDENT FOLDERS) (REVISED)**

Description:

Records are created by the college of Heath, Education and Human Development to document the practice teaching experience of students at Clemson University. Information consists of student name, social security number, semester taught, place taught, and information required for certification; Summary Evaluations, Observation Forms, Lesson Evaluations, Long and Short Ranger Planning Reports, Applications for Admission to the College of Heath, Education and Human Development, and Record of Lab/Practical Field Experience.

Retention:

5 years following graduation or withdrawal and review by National Council for Accreditation Teacher Education; destroy.

Schedule approved 4/14/99

CU 6878 **STUDENT PLACEMENT FILES**

Description:

Used by the Educational Services office as reference files for students seeking jobs. Information includes student's name, identification number, summary of courses completed, grades earned, and test scores. The series also includes confidential evaluations, credentials, resume, undergraduate cumulative summary, Education Entrance Examination scores, National

Teacher's Examination scores, Confidential Reference Request Form, and other related information.

Retention:

10 years; destroy.

CU 6879 **OFF-CAMPUS COURSE RECORDS**

Description:

Created by the Educational Services office to document Clemson University education courses taken by students at off-campus locations. Information includes student's name, identification number, location of course, dates and times course is offered, instructor's name, and final grades. The series also includes requests for courses from school districts, information on instructors, class rolls, final grades, class schedules, and related correspondence.

Retention:

10 years after course work is completed; destroy.

Schedule approved 6/29/93

ELEMENTARY AND SECONDARY CERTIFICATION

CU 6875 **REQUIREMENTS FOR CERTIFICATION**

Description:

Created by the College of Education to document the teacher Certification course requirements for students at Clemson University, majoring in elementary and secondary education. Information includes student's name, identification number, and list of courses required for certification.

Retention:

2 years after review by the South Carolina Department of Education; destroy.

Schedule approved 6/29/93

CU 6876 **TRADE AND INDUSTRIAL EDUCATION FILES**

Description:

Created by the College of Education to document the certification process for students taking trade and industrial education courses off-campus. Information includes student's name, identification number, type of credit earned, course numbers, location of off-campus courses, date and time course was taught, and information on instructors. The series also includes the certification completion letter, and related correspondence.

Retention:

10 years after completion of a student's certification process; destroy.

Schedule approved 6/29/93