

Electronic L-2 Form for Practicum and Pre-practicum Student Teaching

Below are instructions for receiving and completing the L-2 DocuSign form for pre-practicum or practicum student teaching candidates.

Step 1: Take Qualtrics survey

Survey link: https://umassamherst.co1.qualtrics.com/jfe/form/SV_6J9nnaDb4nT2ofA

First, you will take a survey at the link above that will collect all of the necessary information for the L-2 form.

The survey will auto-save your progress if you need to close it and finish it at a later time, though please note that you must use the same computer and browser that you started the survey with.

UMassAmherst

L-2 Survey for Practicum/Pre-practicum Student Teaching

Student Candidate Information

Please enter your information below.

First Name

Last Name

Email

Phone Number

You will need to have the following information to complete it:

- **Spire ID number**
- **MEPID number**
- **License field and grade levels**
- **MTEL results for reading, writing, and any subject tests (pass, not taken, or not applicable)**
- **Program or pathway name (pathways include 180 Days in Springfield, Bridges to the Future, and University to Schools)**
- **Spire Class number**
- **Number of credits**

- Name and email address of your Supervising Practitioner (or Department Chair/Site Coordinator for pre-practicum students)
- Name and email address of School Principal
- Practicum/pre-practicum start and end dates
- Days and times that you will be at the practicum site (ex. Monday – Friday 7am-2pm)
- Practicum site information – if your school is not listed, you will be asked to enter the school information manually, including the name and email address of the school’s principal

The survey is not complete until you see this message or something similar.

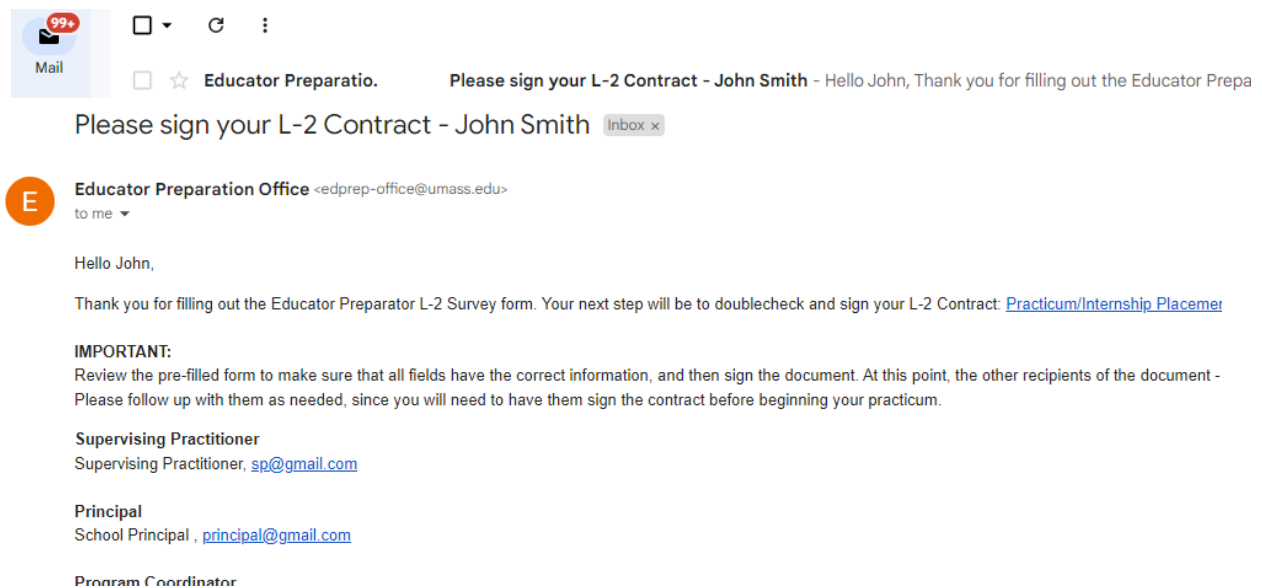


YOU STILL HAVE ADDITIONAL STEPS TO COMPLETE

In about a minute, you should receive an email with a DocuSign link that will take you to your L-2 Contract to sign. The email will come from "Educational Technology Support on behalf of Educator Preparation Office", and you may need to check your spam folder. If you do not get an email within an hour, contact edprep-help@umass.edu.

Step 2: Receive DocuSign link

IMPORTANT: After you complete the survey, you should receive an email from "Educational Technology Support <edtech@educ.umass.edu> on behalf of Educator Preparation Office" containing a link to your DocuSign contract, as well as contact information for your supervising practitioner, principal, and program coordinator. Check your spam messages – it will look like



the example below.

If you don't receive it within an hour, please contact edprep-help@umass.edu and let them know.

When you click on the contract link, it should push straight through and immediately take you to the contract. You should not see the page that asks you to enter recipient information.


Step 3: Verify information and sign

The information that you filled into the survey should be pre-filled into the text boxes, as seen in this example.

**University of Massachusetts Amherst
Practicum/Internship Placement Contract
Off-line Course Registration Form**

L2

Part 1. Candidate Information

First Name: Last Name:
E-mail: Student ID # (8-digit):
Telephone: MEPID:
Licensure Field(s): Grade Level(s):
Practicum/Internship Site Name:
Address:
City: State:
I will begin my practicum/half-practicum/internship on and end
(mm/dd/yy) (mm/dd/yy)
I agree to be in the building throughout this period,
following the regular public school calendar, not the University calendar.
Candidate Signature: 

Part 2. Supervising Practitioner
I agree to serve as Supervising Practitioner of Record for

To be completed by the candidate:

Practicum Semester/Year:
Fall Year 20
Spring
180 days/B2F only
Course #:
SPIRE class #:

Check one:
 Undergraduate
 Graduate
 UWW

MTEL Results*
Com/Lit Reading:
Com/Lit Writing:
Subject Test (1):
Subject Test (2):

*MTEL score reports should be

The correct L-2 form for practicum or pre-practicum students will automatically be chosen based on your choice in the survey, but double-check the form title to make sure it's the right one.

Go over the form and verify that everything that was pre-filled is accurate. If there is information that needs to be fixed in fields of the form that are only editable for other recipients, or if the recipient information itself is incorrect, contact edprep-help@umass.edu so that they can send you a new link with correct information.

If everything is correct, sign the form and submit it.

Step 4: Wait for other recipients to sign

Once you sign the form, the next recipient – the Supervising Practitioner – will receive an email letting them know that they need to sign the contact.

You will receive an email notification each time another recipient signs the form. You will need to have the form completed before starting your practicum or pre-practicum, so use the contact information in the email containing the DocuSign link if you need to contact your supervising practitioner, school principal, or program coordinator about signing the document.