Field Experience Policy

It is required that teacher candidates in courses with field work will complete their field work within the local public school districts in a timely and professional manner. Charter schools, day care centers, private schools may not be utilized for field work. Field work assignments are made by the Field Placement Office. Students are NOT allowed to choose their own schools to complete their field work. The following policy applies to those teacher candidates taking courses with field work assignments.

The purpose of the field placement/field experience is to provide an opportunity for teacher candidates to grow professionally and to apply their knowledge of pedagogy, content area instruction, instructional strategies, classroom management and professionalism in diverse school settings.

The teacher candidate is expected to demonstrate proficiency in all of these areas as evidenced by assessment instrument(s) used in evaluation of the teacher candidate in the assigned placement.

Teacher candidates begin field work once they have passed the individual district(s) background check & have received an e-mail from the Field Placement Office.

All teacher candidates enrolled in a course that includes a field placement will be responsible for meeting the same course requirements for field work regardless of their employment status. Teacher candidates who work in an area school district or another educational environment will be required to complete their coursework outside of their place of employment if taking any of the following courses:

- Any course(s) with the word “APPROACHES” in the course title
- C&I 4203; RDG 3523, 3533, 3533, 3773, 3823, 4733; BBL 3053, 4033, 4063, 4073; SPE 3653, 4613, 4653; KIN 4203, 4303

The completion of the minimum number of hours of field work as required by the individual courses is required for a passing grade. Teacher candidates who do not meet the minimum requirement of field hours as required by the course will automatically receive an “F” for that course.

Incompletes are not given for courses with field work requirements. Missed field placement hours cannot be made up without special permission from the professor, the Director of School Partnerships, and the cooperating teacher. Teacher candidates must remain in the assigned placement throughout the semester or as required by the professor. This means that teacher candidates must complete their required hours weekly for the duration of the semester or for the duration of the placement as described by the professor. Teacher candidates may not alter their assigned schedule or placement in any way.
Absences
1. Regular, prompt attendance is expected.
2. If you know you will be absent, email your cooperating teacher, field placement coordinator, and professor prior to the absence.
3. If absent, you must obtain approval for a make-up plan from your professor.
4. Your placement will be cancelled if you accumulate more than two absences.

Failure to complete hours by deadlines/more than two absences: The placement will be cancelled. The placement may be reinstated if the absences were due to special circumstances, such as an extended illness. Permission from the cooperating teacher, school administration, professor, and Director of School Partnerships will be required for reinstatement. Teacher candidates who do not complete the required field experience hours will receive an “F” for the course. No partial credit will be given for completing less than the required hours.

Teacher candidates with Two or More Absences
Teacher candidates with two or more absences need to contact the Director of School Partnerships. Teacher candidates with two or more absences will have their field placement put on hold pending a conference to discuss their field placement status. Teacher candidates who do not contact the Director will have their field placement cancelled.

Student Agrees to the following:
1. Acknowledge that attendance and participation in this field experience is a REQUIRED component of the grade for this course;
2. Observe and comply with all school rules & regulations;
3. Participate in all experiences as agreed upon by cooperating teacher & professor such as teaching micro-lessons, facilitating small group activities, and/or working with individual students;
4. Complete a field log in ink with correct times/total hours and cooperating teacher signature(s).

Cooperating Teacher agrees to the following:
1. Provide agreed upon mentoring for student beginning _____________ and ending ________________.
2. Provide information and assistance to the student to ensure a successful experience.