

## Field Experience Guidelines

Participation in field experiences is a privilege; candidates are required to carry out their work in field placements in a professional manner. Candidates are visitors in school settings and must adhere to school policies and guidelines while completing course-related requirements.

settings. If permitted by written EPP policy, individuals who are currently employed in a field placement related to their current program may complete field experiences on the job for specific purposes and assessment.

2. The majority of field experiences must occur in schools.
3. At least half of the field experiences shall be in the candidate's target content area.
4. For early childhood education and early childhood special education placements in at least two of the three main types of early education settings: [child care centers, day care centers, and Head Start programs]

### University Expectations:

Field experiences are scheduled by the professor or will be your responsibility to acquire. Below are expectations for you to follow:

- ¾ Begin your field experience immediately and attend consistently throughout the semester. It takes time to make the initial contact and for the cooperating teacher to set up a schedule for your visits, so it is important to get started right away.
  - x Send a well-constructed and grammatically correct email to the teacher. Be sure to include the content area, a timeframe for when you would like to complete the experience, and your contact information.
  - x Be on time and call the school if you are late or will be late.
  - x Your tardiness in beginning the field placement shows a lack of responsibility to work it out. Do not ask the teacher to reschedule.
  - x Clinicals should not be scheduled with immediate family members.
- ¾ Professional attire is required

- ¾ Your professional reputation is being established while in the schools. Appropriate language and behavior is expected at all times. During field experiences, you are working in the local schools and representing the university. The following must be observed at all times to ensure you are presenting yourself in a professional manner:
- x Grammatically correct speech and writing
  - x Adherence to the Alabama Code of Ethics and the university dispositions
  - x Appropriate use of technology
  - x Monitoring of all your social media
  - x No cell phone use (including text messaging) while on school grounds
  - x No smoking or tobacco use on school grounds
- ¾ All lesson plans must be submitted to your cooperating teacher/university professor for approval. If your requirements include teaching lessons, you must submit lesson plans in a timely manner to the cooperating teacher. This ensures that your lesson will support and fit the curriculum being taught in the classroom.
- ¾ It is very important that you sign in at the main office as a school visitor and wear your Mane Card. This way, all school personnel know who you are and why you are there. You must return to the main office before leaving the school to sign out after each visit.
- ¾ Bring your Field Experience Verification Log to the school so that your teacher can sign and verify your hours/requirements after every visit. Turn in completed forms to your course instructor once you have completed your field experience requirements.
- ¾ Closing out a field experience is very important. Verbally express gratitude for the use of the classroom to your cooperating teacher. A thank you note would be an appropriate gesture. Make sure the area you used each time is left clean and that any work samples are given back to the teacher (ask if you can make a set of copies). Discuss with the teacher what your strengths and weaknesses were during the process. These learning experiences will help you gain valuable information. The changes you make based on feedback will determine your success as a future intern and teacher.
- ¾ Fire Arms/Medication: Interns are not permitted to have a firearm, tobacco products, or other restricted items (knives, mace, pepper spray, etc.) on his/her person at any time while on school property. The use of prescription medication must be disclosed to the Director of Clinical Experiences, cooperating teacher, and school administration if consumed on school grounds. The medication must be in the original prescribed bottle with the label. The medication is to be kept in a lock area and away from students at all time.