

# Early Field Experience Placement Information

## Overview:

During this semester, you will have the opportunity to assume a professional role in a classroom setting.

- ❖ **Successful completion of EDU 105, EDU 305 & EDU 355 is contingent on satisfactory completion of EDU 106 & EDU 313.**
- You will be working with a cooperating teacher (**4 hours per week**) from a school in the Western New York region.
- You will assist the classroom teacher in the instructional setting.
- You will participate in a variety of classroom activities.
  - **Instructional activities:** Tutoring individual students, working with small learning groups, and teaching whole group individual lessons.
  - **Non-instructional activities:** Grading papers, making copies, helping with organization/cleanup, etc.
- You will be developing lesson plans and the **Teacher Work Sample (TWS)** as required by your course instructor at Fredonia.
- You will be **required to teach at least two lessons** during the Field Experience.
  - Lessons must be designed and developed in **collaboration with your cooperating teacher's curriculum.**
  - Lesson plans must be submitted and approved by the cooperating teacher **AT LEAST ONE WEEK PRIOR** to **implementing them.**
- A Field Representative will be assigned to supervise you.
  - Your Field Representative will contact you through your Fredonia email account – **Please check email DAILY.**
  - Field Representatives will visit you at your Placement **at least two times** during the semester.

## Important Reminders

### Transportation:

Getting to your assigned placement is **YOUR** responsibility.

- All placements are within a reasonable distance from Fredonia.
- **You need to arrange how you will get to your placement** (including looking up driving directions).
- Partners, or others that are carpooling, must deal with any transportation issues amongst each other.
- Please consider **alternative transportation options**. One option is CARTS, a transportation company that services Chautauqua County (716.366.4500 or 716.665.6466). Another option is A Cab (716.366.8888).

### Social Networking:

- You are advised to **keep all of your social networking sites on a strictly private setting.**
- Please be sure any pictures and/or information visible on your personal sites are within the expectations of a teaching professional.
- **You are prohibited from adding your students** and advised against adding teachers or parents to social sites.

### Sexual Harassment:

If you feel that you are being sexually harassed by anyone involved with your Field Experience, please notify your field representative, or the Office of Field Experiences immediately.

### Suspected Child Abuse:

- If you suspect child abuse, **confidentiality is of utmost importance.**
- First, report your concerns to your cooperating teacher or building principal.
- Be sure to also contact your Field Representative to discuss the situation.

# Early Field Experience Teacher Candidate Reference Guide



## EDU 105

*Introduction to Contemporary  
Inclusive Education*

## EDU 305

*Cultural and Linguistic  
Diversity in the Classroom*

## EDU 355

*Assessing and Instructing  
Students with Learning and  
Behavior Disorders*

## Office of Field Experiences

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## Procedures

### Attendance:

- **You must stop at the main office every day** of your Field Experience to sign in and out. Your Field Representative will be checking the Attendance Log to verify your *attendance* and *punctuality*.
- **You are expected to attend EVERY scheduled Field Experience.** If you have an extenuating, legitimate circumstance (i.e., documented medical excuse) that prohibits you from attending your Field Experience, follow the absence procedures listed below. Refer to your Early Field Experience Handbook for more details.

### Absence Procedures:

1. **Call your cooperating teacher** before the school day begins and leave a message with the school secretary.
  2. **Call your partner or driver.**
  3. **Call the Office of Field Experiences** and leave a message with the secretary.
  4. **Email your Field Representative** and explain the circumstances regarding your absence.
  5. **Write a letter of apology** to your cooperating teacher and **email a draft to your Field Representative for approval.**
  6. **Print and hand-deliver your letter to your cooperating teacher – DO NOT EMAIL** the letter to your cooperating teacher.
    - **Be sure to use the business letter format** outlined in your Early Field Experience Handbook.
- ❖ **You are REQUIRED to make up any absence** at your cooperating teacher's earliest convenience. **Failure to make up your missed Field Experience may result in failure of the course.**



## Professionalism

### Professional Impressions:

As a teacher candidate, you are representing the State University of New York at Fredonia, as well as yourself as a future teacher. Please **conduct yourself in the utmost professional manner**. Poor professional behavior during your Field Experience is considered a *negative disposition* and is **grounds for failure of the course**.

- *Set boundaries* with the students.
- Always address your cooperating teacher by their *last name*.
- *Introduce yourself* to everyone you meet with a firm handshake and a smile.
- Refrain from *eating, drinking, or chewing gum* during your field placement.
- **Wear your Fred Card** inside your lanyard *every time* you are at your field experience.

### Punctuality and Promptness:

- **Give yourself ample time** for driving, parking, and signing in to the office.
- Be in the classroom and **ready to begin 5 minutes prior to your scheduled time - Tardiness is unacceptable.**
- You are required to stay for your entire scheduled field experience - **Do not leave early.**

### Attitude and Initiative:

- **Maintain a positive attitude** throughout your Experience by expressing *interest* and *enthusiasm* in the students and classroom activities.
- **Show initiative** by starting activities, moving around the room, and offering your assistance to the teacher. You should always be *actively engaged* during your Experience.
- **Always be respectful and considerate toward all students and staff.** Remember, you are a guest in the classroom.



### Professional Attire:

**You must be professionally dressed every time you enter a school.** Appropriate, professional attire includes the following:

#### Ladies

- Dress and skirts that are knee-length or longer
- Dress pants that completely cover your undergarments
- Dress shirts/blouses that cover your undergarments, the length of your torso, and your cleavage
- Closed-toe shoes

#### Gentlemen

- Dress pants
- Button-up, collared shirt with a tie
- Collared shirt with a sweater/vest over it
- Dress shoes

### UNACCEPTABLE ATTIRE

- Jeans, leggings, cargo pants, bare midriffs, low cut shirts, graphic T-shirts, sneakers, stiletto heels, sandals, and flip-flops
- It is suggested that all visible tattoos are covered, and tongue and nose rings, as well as facial piercings be removed when you are at your Field Experience.

### Cell Phones:

**Teacher candidates are strictly prohibited from using cell phones at the Field Experience.**

- Cell phone violations are considered unprofessional behavior and **may result in failure of the course.**
  - Do not check or send text messages.
  - Do not make or accept calls.
  - Do not use your cell phone as a clock, calculator, etc.
- ❖ **It is suggested that you leave all personal belongings locked in your vehicle.**

