Field Experience Expectations

All professional studies courses and most teacher education courses prior to internship in the College of Education require teacher candidates to participate in extensive field experience placements in diverse P-12 settings. A majority of field experiences will be in P-12 school settings. Half of the assigned field experiences will be completed in the candidate’s teaching field. These field experience placements may require students to observe, assist in the classroom, do a limited amount of teaching, or be involved in some other activity with P-12 learners in a variety of diverse settings. The purpose of a field experience placement is to allow candidates the opportunity to learn from "real world" teaching and learning situations, to experience social, physical and mental characteristics of children, to learn how individuals and groups function in the total environment of the school, and to help students observe or practice the theory being taught in College of Education courses.

In all of the field experience placements in public schools or other community agencies, students are invited guests and their behavior should be appropriate to their role as a visitor. The expectations below are provided to guide field experience students as they observe, work, and learn in school or agency placement(s). If field experience students have questions about any aspect of a field experience placement, they should talk with their university supervisor, College of Education instructor, or the Director of the Office of Clinical Experiences.

About Field Experiences

1. All field placements are made within a 50 mile radius of Lucy Hall and are coordinated at accredited and/approved sites, unless a placement cannot be identified. It is the student’s responsibility to secure transportation.
2. All field placements are made within the typical school day (7:30 am – 3:15 pm). Therefore a field experience student must plan their day/schedule accordingly.
3. Field experience students MUST have background/fingerprint clearance. Questions regarding clearance should be directed to 104 Carmichael Hall (348-6073).
4. Field experience students should have proof of professional liability insurance. (Students have several different options for professional liability insurance: independent insurers, professional organization memberships such as the Student Council for Exceptional Children (SCEC) or Student AEA/NEA (SAEA) - https://www.nea.org.
5. Field experience students should wear a picture identification badge during every school visit. (A plastic badge cover can be obtained in the Office of Clinical Experiences (101 Lucy Hall). The clinical student’s ACTion card should be used as the picture identification.)
6. Field experience students should review their email from the Office of Clinical Experiences with their placement details and be familiar with all course requirements involved with the field placement.

7. Field experience students should arrive on time and remain on site until the end of the work day. They should follow their arranged schedule with their classroom teacher and should only make any modifications to this schedule if the classroom teacher agrees to them.

8. Field experience students should consult with their classroom teacher, university supervisor, College of Education instructor, and the Director of Field Experiences and Clinical Practice as necessary about placement questions or concerns.

9. It is the field experience student’s responsibility to document all field experience hours in the learning management system and request they be approved by the assigned mentor. In addition, it is recommended the field experience student print all placement information and related documents.

**Professionalism**

1. Field experience students should avoid absences except for serious illness and emergency situations. If they are scheduled to teach or oversee a classroom activity, they should inform and deliver lesson plans to their classroom teacher in advance of an absence.

2. Field experience students should respond professionally to the evaluations, constructive criticism, and advice of classroom teachers and supervisors.

3. Field experience students should maintain a professional relationship with their classroom teacher, school staff, and administrators at their assigned school.

4. Field experience students should maintain a professional relationship with P-12 learners.

5. Field experience students should refrain from publishing inappropriate, confidential, dishonest, or slanderous information on public accessible internet sites (i.e. Facebook, Instagram, Snapchat, various blogs, all social media, and bulletin boards).

6. Field experience students should respect and maintain a professional confidentiality with colleagues, administrators, parents, and P-12 learners.

7. Field experience students should maintain a professional appearance and demeanor at the school site and at all school-sponsored events they attend according to school policies.

**Guidelines**

1. Field experience students should not contact P-12 learners and/or learners’ parents without permission from the classroom teacher.

2. Field experience students should uphold school and district rules regarding drug use, alcohol use, and sexual harassment.


4. Field experience students will be required to follow all protocols and procedures regarding COVID-19. At a minimum, UA students will be required to follow all UA COVID-19 guidelines.
Watermark Student Learning & Licensure (SLL) Time Log

The field experience student should complete his/her time log in SLL each day. The time log is used to document the field experience student’s attendance and activities during the placement.

The basic categories field experience students will use in their time log are listed below:

- Teaching (not full day)
- After school related (bus duty, activities, events, meetings)
- * Other (Professional Development, AMSTI, etc.)
- * School Holiday
- * Absent

* These categories will not apply to all field experience placements and all circumstances. These categories are only used if the field experience student is following a schedule or calendar set by the course instructor where absences should be documented.

Examples of time log entries are included below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Activity</th>
<th>Add’l Info</th>
<th>HH:MM</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/7/23</td>
<td>Absent</td>
<td></td>
<td>Doctor’s note attached</td>
<td>00:00</td>
</tr>
<tr>
<td>9/10/23</td>
<td>Teaching (not full day)</td>
<td>Taught science and math</td>
<td></td>
<td>02:30</td>
</tr>
<tr>
<td>9/11/23</td>
<td>School Holiday</td>
<td></td>
<td></td>
<td>00:00</td>
</tr>
<tr>
<td>9/12/23</td>
<td>School Holiday</td>
<td>School closed for inclement weather</td>
<td></td>
<td>00:00</td>
</tr>
<tr>
<td>9/15/23</td>
<td>After school related (activities, events, meetings)</td>
<td>Busy duty and grade level meeting</td>
<td></td>
<td>00:30</td>
</tr>
<tr>
<td>9/14/23</td>
<td>Other</td>
<td></td>
<td>Meeting on campus; AMSTI; etc.</td>
<td>00:00</td>
</tr>
</tbody>
</table>

Field experience students are responsible for ensuring the hours and activities are accurately reflected in the time log. It is the mentoring teacher’s responsibility to review the time log and approve it. Where applicable, the course instructor is responsible for reviewing the time log and approving it when field experience students report to a placement as a class.

The Office of Clinical Experiences does not monitor the field experience student’s time log during the field experience placement. Any questions regarding absences or making up days should be directed to the course instructor. The total number of hours completed and approved during the field experience placement are documented by the Office of Clinical Experiences and are available upon written request.
Purpose

The University of Alabama (“the University”) is committed to maintaining a supportive and safe educational environment, one which seeks to enhance the well-being of all members of its community. This commitment reflects the institution’s adherence to its mission, to its various policies supporting its mission, and to relevant state and federal laws. Within that commitment, the University places importance on creating a secure environment for children. To that end, the University has adopted the following policy and procedures for reporting known or suspected child abuse.

In order to ensure the safety and well-being of children, all individuals, including University faculty, staff, students, volunteers, and representatives as well as third-party vendors and their employees, representatives, or volunteers that contract for use of University facilities or partner with the University on programs or activities involving interactions with children (collectively “Covered Personnel”), must carefully review and abide by the following policy regarding reporting known or suspected child abuse.
Policy

This Policy applies to child abuse or neglect that allegedly occurs:

- on the University's campus,
- on property owned or leased by the University,
- while Covered Personnel are participating in a University connected activity on or off campus, or
- that Covered Personnel discover as a result of their affiliation with the University or a University program.

For the purposes of this Policy, a “child” is either:

1. Any person under 18 years of age.
2. A person under the age of 19 years who is in need of protective services and does not qualify for adult protective services under Chapter 9 of Title 38 of the Code of Alabama.

With very limited exception, Alabama law (ALA. CODE § 26-14-1 et seq.) makes the reporting of known or suspected child abuse or neglect, regardless of the circumstances in which it may occur, mandatory for University employees, hospitals, clinics, medical professionals, teachers, school officials, law enforcement officials, social workers, daycare workers, mental health professionals, members of the clergy, and any other person called upon to render aid or medical assistance to a child. It is the University’s position that, in addition to the mandated statutory reporting requirements for certain individuals and entities, all Covered Personnel who have a reasonable cause to suspect that a child is being abused or neglected must immediately make a report, regardless of the setting or circumstances of the potential abuse or neglect. Neither Alabama law nor any University policy allows you to delegate the duty to report child abuse or neglect.

This Policy should not be viewed as limiting any legal,
ethical, and/or professional reporting obligations any Covered Personnel may have separate and apart from this Policy. If Covered Personnel are subject to additional reporting obligations, the Covered Personnel should comply with those obligations as well as this Policy.

Forms of Child Abuse and Neglect

No form of child abuse, whether physical, emotional, or sexual, will be permitted or tolerated under any circumstances whatsoever. Child abuse is morally and legally wrong. It can come in many forms.

- *Harm or threatened harm* to a child's health or welfare can occur through non-accidental physical or mental injury, sexual abuse or attempted sexual abuse, or sexual exploitation or attempted sexual exploitation.
- *Sexual abuse* may be perpetrated by an adult or another child and includes the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or having a child assist any other person to engage in any sexually explicit conduct or any simulation of the conduct for the purpose of producing any visual depiction of the conduct; or the rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children as those acts are defined by Alabama law. Sexual abuse also includes any activity that is meant to arouse or gratify the sexual desires of the perpetrating adult or child. Sexual abuse may or may not involve touching.
- *Sexual exploitation* includes allowing, permitting, or encouraging a child to engage in prostitution and allowing, permitting, encouraging or engaging in the obscene or pornographic photographing, filming, or depicting of a child for commercial purposes.
- *Negligent treatment or maltreatment* of a child includes the failure to provide adequate food, medical treatment, supervision, clothing, or shelter.
Reporting Procedures

If you know or suspect that a child is a victim of child abuse or neglect, you must act. It is not required that you have proof that abuse or neglect has occurred. Any uncertainty in deciding to report suspected abuse or neglect should be resolved in favor of making a good faith report. In making a report, your actions should be as follows:

1. **Immediately** report the information to The University of Alabama Police Department (UAPD) at 205-348-5454. Your oral report should include all available information regarding the known or suspected abuse or neglect, including, but not limited to: the name of the child, the child’s whereabouts, the names and addresses of the parents, guardian, or caretaker for the child, and the character and extent of the injuries. The report should also contain, if known, any evidence of previous injuries to said child and any other pertinent information that might establish the cause of such injury or injuries, and the identity of the person or persons responsible for the same. However, you should not delay making a report to gather this information.

2. Do not directly question or solicit information from the child or from the person suspected of improper behavior. Likewise, do not delay making a report to gather evidence. That is not your role; the role of investigation lies with city, county, state or other appropriate

3. In addition to making an oral report, you must also complete a [Child Abuse or Neglect Report Form](#) and deliver the same to UAPD. It shall be the responsibility of UAPD to notify the Office of Legal Counsel of the suspected child abuse and to coordinate the investigation with local law
enforcement and state officials. Further, it shall be
the responsibility of the UAPD to either report the
incident to the State of Alabama Department of
Human Resources or to ensure that the local law
enforcement agency has made the report. The
UAPD shall advise the reporter that such report has
been made. Finally, the UAPD shall be responsible
for maintaining all records and reports related to the
incident and to brief university officials regarding
progress or resolutions as needed.

Training

In order to ensure the safety and well-being of children, all
individuals, including University faculty, staff, student
employees, volunteers, and representatives will receive
periodic training on reporting requirements. New faculty and
staff will receive training as part of new employment training.
All third-party vendors and their employees, representatives,
or volunteers that partner with the University to provide
programs or activities that involve interactions with children
must also complete all training as required by the Youth
Protection Program.

Prohibition on Retaliation and Immunity from Liability

Any person who makes a good faith report of child abuse or
neglect shall not be subjected to retaliation. Further, any
person or entity that makes a good faith report of child abuse
or neglect is immune under Alabama law from any liability
—civil or criminal—that might otherwise be incurred or
imposed.

Failure to Report

Pursuant to ALA. CODE § 26-14-13, any mandatory reporter
who fails to report child abuse “shall be guilty of a
misdemeanor and shall be punished by a sentence of not
more than six months' imprisonment or a fine of not more than $500.00." Covered Personnel who are subject to additional reporting obligations may also be subject to additional punitive actions, including increased fines and/or imprisonment.

Any Covered Personnel who willfully fails to report a case of suspected child abuse is subject to disciplinary action up to and including dismissal.

**Scope**

This policy applies to all individuals with responsibilities that involve interaction with children, including University faculty, staff, students, volunteers, and representatives as well as third-party vendors and their employees, representatives, or volunteers that contract for use of University facilities or partner with the University to provide programs or activities that involve interactions with children.

**Office Of The Vice President Of Finance And Operations**

Approved by Cheryl Mowdy, Assistant Vice President for Finance and Operations, 10/21/2020
SAEA
STUDENT ALABAMA EDUCATION ASSOCIATION

The Student Alabama Education Association (SAEA) is a professional organization comprised of college students preparing to be educators. When you join SAEA, you become part of the largest professional education association in the state of Alabama, AEA.

Joining SAEA means:

- Experiencing professional development and education training through conferences and sessions
- Helping to upgrade the quality of teacher education nationwide
- Protecting and promoting the rights of all students
- Working within our community to build strong partnerships
- Affiliating with other chapters across the state and nation
- Preparing to make a smooth transition from campus to profession

Mission:

To provide access to knowledge and information which will enhance the ability of our members to succeed in their chosen profession, to foster leadership skills, and to assist in the transition from college student to professional educator.

Who Can Join:

Any student who is enrolled in a postsecondary program that is preparatory for employment in a position that would make him or her eligible for teacher or support membership in the Alabama Education Association (AEA) and who is not eligible for another category is eligible for membership in SAEA.