

# Guidebook for Field Experience Placements for Initial Certification

Office of Clinical Experiences

College of Education  
The University of Alabama  
Tuscaloosa, Alabama  
2023-2024

# OFFICE OF CLINICAL EXPERIENCES

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# **Guidelines for Field Experience Placements for Initial Certification**

**(Undergraduate, Alternative Certification, Irregular Post Graduates)**

## **UA Student Responsibilities**

All field experience placements are made in The Office of Clinical Experiences (OCE) located in 107 Carmichael Hall. A representative from the OCE is available to meet with individual classes between 8:00 am and 4:45 pm upon request.

All requests for field placements are submitted to the OCE by the course instructor and must contain the following information:

1. Completed "Student Information Form".
2. Include any special considerations for a placement in the appropriate place on the Student Information Form.
3. Completed the fingerprinting process as noted on the College of Education website under "[Student Resources: Become A Teacher: Traditional Undergraduate Class B Certificate](#)". Before students can report to their assigned field experience placement, they MUST have a Letter of Suitability OR verification of a background check and clearance on file with Student Services in 104 Carmichael.

Note for UA students:

- All field experience placements are coordinated within a 50 mile radius of the University of Alabama.
- All field experience placements are made within the typical school day (7:30 am – 3:15 pm).
- Field experience placements are not confirmed until the course instructor has submitted a complete field experience request to the OCE.
- Course instructors should allow, at a minimum, 2 to 3 weeks for processing once the request for field experience has been submitted. Field experience placements are not confirmed before UA's drop/add deadline unless special arrangements are made with the OCE.

## Course Instructor Responsibilities

- Send all required field placement paperwork to UA students enrolled in your course:
  - Student Information Form
  - Instructions regarding Fingerprinting Process
- Complete the "[Request for Field Experience](#)" in DocuSign and attach the course objectives (not the course syllabus). Note that the objectives are to be a separate document attached to the Request for Field Experience.
- Include any additional instructions regarding special requests for classroom settings, locations, calendars, etc. as they apply to the course. Remember to allow at a minimum 3 weeks after UA's Drop/Add deadline as noted on the Academic Calendar or 2 weeks (at a minimum) after the completed request for field experience (whichever comes later) for placements to be processed.

### Note:

The student information forms can be uploaded to the Request for Field Experience, emailed in one email to [educlinicaloffice@ua.edu](mailto:educlinicaloffice@ua.edu), or printed and delivered to the OCE in 107 Carmichael. The OCE will not process a placement until the request for field experience, objectives, and student information forms have been received.

If you will need a UA supervisor for the course, please contact OCE as soon as possible. Adjunct supervisors are secured each semester for secondary methods and elementary practicum placements.

Field experience placements are not confirmed before UA's drop/add deadline unless special arrangements are made with the OCE.

Remember to allow, at a minimum, 2 to 3 weeks for field experience requests to be fully processed.

## **Office of Clinical Experiences (OCE) responsibilities:**

1. Verifying that the following documents are submitted with the Request for Field Experience:
  - a. Completed request for field experience from course instructor
  - b. Student information forms (based on enrollment or instructors request)
  - c. Course objectives from course instructor
2. Verifying with Student Services that requirements were met prior to field placement or internship (background check, course registration, etc.).
3. OCE/Student Services will contact course instructors as necessary regarding:
  - a. any information missing from the request for field experience
  - b. any students who have not passed or completed a background check
  - c. any students who submitted a student information form but are not registered for the course (based on enrollment after drop/add)
  - d. missing student information forms (based on enrollment after drop/add)
4. Securing each field experience placement as requested by your course instructor.
  - a. The field experience placements are designed to meet the student's certification, diversity, and course requirements.
  - b. All field experience placements are coordinated within a 50 mile radius of the University of Alabama.
  - c. All field experience placements are made within the typical school day (7:30 am – 3:15 pm).
  - d. Students are not to repeat field experience placements in schools or grade levels.
5. Uploading field experience placements to Watermark Student Learning & Licensure (SLL).
  - a. UA students are responsible for logging their time in SLL and, if necessary, reminding classroom teachers or course instructors to review and approve the time.

- b. Course instructors will have access to the placements in SLL so they can monitor UA students' hours and ensuring the number of hours logged meet course requirements.
  - c. Add any evaluation instruments to SLL as requested by the course instructors.
6. The OCE will confirm placements with UA students after they have been confirmed with the classroom teachers and schools. Course instructors will receive a copy of the email sent to students enrolled in their sections.

*Remember to allow at a minimum 2 to 3 weeks after UA's drop/add for processing of the request for field experience. Late submission and incomplete submission of field experience requests will prolong this time.*

## Attachments

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Request for Field Experience Placement (completed by course instructor)

Student Information Form (completed by UA student)

Field Experience Expectations

SLL Time Log information and instructions

SAEA (Student Alabama Education Association) information

## REQUEST FOR FIELD EXPERIENCE PLACEMENT

(to be completed by course instructor)

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Submit a completed field experience packet to the Office of Clinical Experiences (OCE), 107 Carmichael Hall, Box 870231, as soon as possible but **a minimum of 2 to 3 weeks prior to the start date** indicated on the form below. Instructors must include the following:

- Completed "Request for Field Experience Placement" Form
- Course Field Experience Requirements and Objectives
- Student Information Form for EACH student enrolled

*If these documents are not attached, the course instructor is to email them to [educlinicaloffice@ua.edu](mailto:educlinicaloffice@ua.edu) or deliver them to 107 Carmichael.*

### Course Information:

Instructor's name: \_\_\_\_\_

Instructor's office location and phone number: \_\_\_\_\_

Instructor's email: \_\_\_\_\_

Course number and title: \_\_\_\_\_

Course CRN: \_\_\_\_\_

Course meeting days and times: \_\_\_\_\_

Class meeting location: \_\_\_\_\_

### Placement Information:

Number of approved field experience clock hours students are required to complete for this course: \_\_\_\_\_

Specific calendar dates of field placement: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Mark one of the following:

On-site field experience supervision by Instructor

On-site field experience supervision by \_\_\_\_\_;

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

NO onsite field experience supervision by Instructor: Digital communication

Please provide a detailed description of the type of placement needed for the requested course. (i.e. grade level(s), content, setting, general education classroom, number of teacher candidates per classroom, etc.) Your course objectives should be attached as a separate document and not listed below.

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Course & Section Number: \_\_\_\_\_ Instructor: \_\_\_\_\_

**Field Experience Student Information Form**

*To be completed by Undergraduates, Irregular Post Graduates, and Alternative Certification students and submitted to the course instructor*

**Please note:**

- Students should complete a Field Experience Placement Student Information Form for **EACH** class they are enrolled in that has a field experience component and submit it to the course instructor.
- All field experience placements are coordinated within a 50 mile radius of the University of Alabama.
- All field experience placements are made within the typical school day (7:30 am – 3:15 pm).
- Before students can report to their assigned field experience placement, they **MUST** have a Letter of Suitability OR verification of a background check and clearance on file with Student Services in 104 Carmichael. The Office of Clinical Experiences (OCE) is responsible for verifying this information has been completed before confirming field experience placements.

**PLEASE PRINT**

Full Name: \_\_\_\_\_

CWID: \_\_\_\_\_

Crimson Email Address: \_\_\_\_\_

Area(s) of Certification / Major: \_\_\_\_\_

Indicate Current Status (UG, AC, IPG): \_\_\_\_\_

Local Street Address (include city & zip code): \_\_\_\_\_

Phone Number (include area code): \_\_\_\_\_

Place of Employment & Phone Number, if applicable: \_\_\_\_\_

Emergency Contact Information (Name): \_\_\_\_\_

(Phone Number) \_\_\_\_\_ (Relationship) \_\_\_\_\_

Prior Field Experiences (Include School Name, Grade Level, and Subject(s))

Documented Request (Department Approval, Exceptions Board Approval, Medical, UA Office of Disability Services, Student Care and Well-Being). Please attach documentation

Indicate additional UA classes which will require a field experience. While the OCE cannot guarantee it, the OCE will attempt to coordinate your placements so you are in the same location or same area.

## Field Experience Expectations

Office of Clinical Experiences – 107 Carmichael Hall, College of Education, Box 870231  
The University of Alabama, Tuscaloosa, AL 35487-0231  
Phone: (205) 348-5089 / FAX: (205) 348-4425  
educlinicaloffice@ua.edu

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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 (107 Carmichael 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.
3. Field experience students should follow the procedures for mandatory reporting of physical or sexual abuse.  
(<https://secure2.compliancebridge.com/uat/public/getdocJA.php?file=18>)
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 Field Experience Placements for Initial Certification

The field experience student should complete his/her time log in SLL each day ([www.vialivetext.com](http://www.vialivetext.com)). The time log is used to document the field experience student's attendance and activities during the placement.

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

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

\* If the field experience student is following a schedule or calendar set by their course instructor, they should include the categories which indicate their absences for AMSTI, school holidays, or absences.

Examples of time log entries are included below:

<b>Date</b>	<b>Category</b>	<b>Activity</b>	<b>Add'l Info</b>	<b>HH:MM</b>
9/7/23	Absent		Doctor's note attached	00:00
9/10/23	Teaching (not full day)	Taught science and math		02:30
9/11/23	School Holiday			00:00
9/12/23	School Holiday	School closed for inclement weather		00:00
9/15/23	After school related (activities, events, meetings)	Busy duty and grade level meeting		00:30
9/14/23	Other		Meeting on campus; AMSTI; etc.	00:00
9/16/23	Observing and Assisting	Watched lessons and helped with groups		05:00

Field experience students are responsible for ensuring the hours and activities are accurately reflected in the time log.

It is the classroom 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, making up days, or other course requirements 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.

# 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.