

Guidebook
for
Graduate or Advanced
Practicum Placements

Office of Clinical Experiences

College of Education
The University of Alabama
Tuscaloosa, Alabama

2023-2024

OFFICE OF CLINICAL EXPERIENCES

205-348-5089

educinicaloffice@ua.edu

Director of Clinical Experiences

Dr. Tracy Windle

Program Assistant

Ms. Melinda Alsobrook

Office Associate

Ms. Gretchen Whisenant

Guidelines for Graduate or Advanced Practicum Field Placements

Graduate Student Responsibilities

All graduate or advanced practicum field placements are made in The Office of Clinical Experiences (OCE) located in 107 Carmichael Hall.

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

1. Completed “[Graduate Student Field Experience Information Form](#)” in a DocuSign form. The completed form is sent to the course instructor.
2. Completed “[Permission Form for Graduate Level Field Experience](#)” in a DocuSign form which is first signed by the site administrator or school system representative and then routed to the course instructor.
3. Notification to OCE and course instructor of MOAs (if any) required to hold a placement in a school district or other sites.
4. Completed the fingerprinting process as noted on the College of Education website under “Teacher Education: Admission to Graduation” (<https://education.ua.edu/students/graduation/>). 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. This information should be on file if the graduate student is teaching in their own classroom in Alabama.

The OCE is responsible for:

1. Verifying with Student Services that requirements were met prior to field placement (background check). OCE/Student Services will contact you if you have any deficient requirements.
2. OCE will notify you when the placement has been confirmed and uploaded to Watermark Student Learning & Licensure (SLL).
3. Reminder: The OCE does not process placements until all paperwork (student information forms, permission forms, request for field experience placement, and objectives) has been submitted by the course instructor.

Graduate Instructor Responsibilities

1. Send all required field placement paperwork to graduate students enrolled in your course:
 - a. DocuSign link to “[Graduate Student Field Experience Information Form](#)”
 - b. DocuSign link to “[Permission Form for Graduate Level Field Experience](#)”
2. Complete the “[Request for Field Experience](#)” in DocuSign and attach the course objectives (not the course syllabus).
3. The graduate student information forms and permission forms can be uploaded to the Request for Field Experience, emailed in one email to 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, graduate student information form, and permission forms have been received.
4. If you will need a UA supervisor for the course, please contact OCE as soon as possible.

5. All paperwork for graduate field placements must be submitted to OCE by September 1, 2023. Please allow a minimum of two weeks from September 1st for all field experience requests to be checked, confirmed, and added to SLL. For requests submitted after September 1st, please allow additional time for the requests to be processed.

Attachments

[Request for Field Experience Placement](#) (completed by course instructor in DocuSign)

[Graduate Student Field Experience Information Form](#) (completed by UA student in DocuSign)

[Permission Form for Graduate Level Field Experience](#) (completed by UA student in DocuSign; must be signed by school administrator)

Field Experience Expectations

SLL Time Log information and instructions

SAEA (Student Alabama Education Association) information

REQUEST FOR FIELD EXPERIENCE PLACEMENT

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 1/2 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
- Appropriate and Completed Student Information Form for EACH student on the course roster

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.):

Graduate Student Field Experience

Information Form

Directions:

1. Fill out this form completely in DocuSign.
2. DocuSign then routes this form to your course instructor.
3. Your course instructor will submit the placement request (once ALL graduate student information forms have been received) to The Office of Clinical Experiences (OCE).
4. Before graduate students can report to their assigned placement, they MUST have a Letter of Suitability or verification of background check on file with Student Services in 104 Carmichael. It is the graduate student's responsibility to complete their background check and submit the necessary documentation to Student Services. The OCE is responsible for confirming that this verification is on file with Student Services. The OCE will notify the graduate student if this verification is not on file.

UA Student Information:

Full Name: _____

CWID: _____

Crimson Email Address: _____

Local Street Address: _____

Phone Number with Area Code: _____

Emergency Contact Information: _____ Relationship _____

Area of Certification: _____

Program of Study: _____

Course Instructor: _____

Course requirements (classroom setting required) (as communicated by your course instructor):

Number of hours required for this course (as communicated by your course instructor): _____

Reminder: The graduate student is to complete and submit both the "Graduate Student Field Experience Information Form" and the "Permission Form for Graduate Level Field Experience". The "Permission Form" is to be signed by the school administrator or school system representative.

Permission Form for Graduate Level Field Experience

The graduate student is responsible for securing permission to complete his or her field experiences in an approved setting. The graduate student should obtain the administrators signature and submit the signed copy of this form to the course instructor as soon as possible.

Semester and Year:

UA Graduate Student's Name (as appears on course roster):

UA Graduate Student's Crimson Email Address:

UA Graduate Student's Program of Study:

Placement Site (full name):

School System (if applicable):

Site's Mailing Address (street, city, state, & zip):

Site's Phone Number and Fax Number:

Site's Website Address:

Site Administrator's Name:

Site Administrator's Email Address:

Mentor Teacher's Name (if applicable):

Mentor Teacher's Email Address (if applicable):

Setting Details (i.e. classroom, grade, etc.):

Is the administrator listed above responsible for approving field experiences and/or internships at the site? (If no, please specify the administrator responsible for approvals and include his or her contact information – full name, title (position), phone number, and email address.)

The graduate student is responsible for securing permission to complete his or her field experiences in an approved setting. The graduate student should submit a signed copy of this form to the course instructor as soon as possible.

Dear UA Office of Clinical Experiences:

I understand that a field experience is required for the course indicated, in the College of Education, at The University of Alabama. I am aware of the requirements for this course and give my permission for the field experiences to be completed by the graduate student at the site listed above.

Sincerely,

Administrator's Signature

Date

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

Revised: August 8, 2022

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 Graduate / Advanced Field Experience

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

The basic categories graduate 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.)

Examples of time log entries are included below:

Date	Category	Activity	Add'l Info	HH:MM
9/10/23	Teaching (not full day)	Taught science and math		02:30
9/14/23	Other		Meeting on campus; AMSTI; etc.	00:00
9/15/23	After school related (activities, events, meetings)	Busy duty and grade level meeting		00:30
9/16/23	Observing and Assisting	Watched lessons and helped with groups		05:00

Graduate students are responsible for ensuring the required hours for are accurately reflected in the time log. If the graduate student is teaching in their own classroom, he/she should only log the required hours for the field experience.

It is the graduate student's administrator's or mentoring teacher's responsibility to review and verify the time log at the conclusion of the placement.

The Office of Clinical Experiences does not monitor the field experience student's time log during the field experience placement. Any questions regarding the number of field experience hours required for the course 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.