

Field Experience Expectations

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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). 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:

Date	Category	Activity	Add'l Info	HH:MM
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.