Armstrong State University
College of Education

Office of Field Experiences, Clinical Practice, and Partnerships

www.armstrong.edu/ofecpp

Field Experiences Orientation
Objectives for this presentation

- Provide *an Overview* – Office of Field Experiences, Clinical Practice, & Partnerships
- Review the *Application Process* for Field Experiences and Clinical Practices
- Explain the *Placement Process* for Field Experiences and Clinical Practices
- Clarify *Behavioral and Professional Expectations* for Field Experiences and Clinical Practices
- Outline important *Policies and Procedures*
Overview
The Office of Field Experiences, Clinical Practice, and Partnerships

• Helps teacher candidates develop the confidence and skills they need to be successful teachers

• Place students in schools where they can demonstrate the research-based strategies they have learned in a focused, real-world setting

• Collaborate with university and public school personnel to ensure Armstrong’s College of Education supports student learning (K-12)
Application Process

Requested Semester Information
- Fall
- Spring
- Summer

Student’s Name ^

First
Last

Armstrong ID ^

Must be between 9 and 9 characters. Currently Used: 0 characters.

Armstrong Email ^

GA PSC Certification ID

Address

Street Address

Address Line 2

City
State / Province / Region

Postal / Zip Code
Country

Phone Number

Alternate Phone Number

Gender

- Male
- Female
Application Process

- Complete an online field experience application and submit it electronically by the due date. The application can be found on Armstrong’s Office of Field Experiences website (Armstrong.edu/ofecpp).
- If you missed the official due date, complete a late paper application in University Hall 250. It takes approximately three to four weeks for placements to be secured once the application is received.
- Ensure you have current tort liability insurance on file with the Office of Field Experiences.
Placement Process
Placement Process

• The Office of Field Experiences will work to find a placement in a public school within your requested county.

• You may not be placed in a school where your children attend or a close family member is employed.

• Please direct all questions regarding placements to June Erskine, University Hall 250A (june.erskine@armstrong.edu, 912.344.3155)
Placement Process

• Armstrong teacher candidates can find their field placement details in their *Field Experience Module (FEM) in LiveText.*

• Among other factors mandatory grade level bands, availability of cooperating teachers, distance of placement sites from teacher candidate’s homes, and expressed preferences *are all taken into consideration.*

• Late applications may result in Late placements.
Behavioral and Professional Expectations
Expectations

• Dress professionally and wear your Armstrong lanyard and student identification card every time you visit your placement site.

• Contact your mentor teacher using your Armstrong email address to introduce yourself. Offer to meet with your mentor teacher to establish a mutually convenient schedule. Your cooperating teacher’s email addresses is available in your Field Experience Module.

• Coordinate with your cooperating teacher a mutually beneficial field experience schedule.

• Report to the administrative office for your assigned school and sign in and out to document each visit. Schools require documentation of who is in the building and when at all times.

• Communicate the details of your assignments to your cooperating teacher. This information is shared, in part, by letter(s) from course instructor(s) during your first visit.
Expectations

• Research and learn your assigned school’s emergency procedures during your first visit.
• Maintain your attendance log in the Field Experience Module (FEM) in LiveText. Help your cooperating teacher login if necessary.
• Personal business (phone calls, texting, e-mails, etc.) should never be conducted during your field experience or clinical practice.
• All assessments, activities, and lessons plans must be collaboratively developed with and approved by your cooperating teacher.
• Always remember, your cooperating teacher’s first responsibility is to his/her students in the classroom.
Emergency Procedures

Each school has a unique crisis response plan. Schools often practice emergency procedures during the school year. *During your first visit to your school, research and learn your assigned school’s emergency preparedness plan.*

Contact our Office of Field Experiences (912.344.3155, june.Erskine@Armstrong.edu) if a crisis occurs during your field experience. Emergency situations may include –

1. Bomb Threat
2. School Shooting
4. Fire
5. Violence by intruders
6. Hostage Situation
7. Hazardous Materials-Biological (infectious diseases and exposure to bodily fluids)
8. Hazardous Materials-Chemical (inside the building and outside the building)
9. Disappearance or kidnapping of student(s)
10. Gun, knife or other dangerous weapons threats

*In general, during a lockdown, all students are kept in classrooms or other designated locations to ensure they are safe until the related crisis has been addressed.* During this time teachers are responsible for keeping students in their designated locations. **If a teacher-candidate is in a placement site during a lockdown they should remain in the school building until the lockdown is over.**
Professional Standards for Attire

All students from Armstrong State University who participate in field experiences and clinical practices are expected to be professionally dressed during each visit to their placement site.
Appropriate Attire includes

Men
• Dress shoes or loafers
• Ties
• Slacks
• Short/long sleeve collared shirts, turtlenecks
• Sports jackets/suits
• Sweaters

Women
• Skirts/dresses (appropriate length - no more than 2" above the knee)
• Slacks/mid-calf length slacks
• Suits
• Blouses/shirts/sweaters (t-shirts and tank tops are not appropriate as outerwear)
• Shoes (appropriate for a professional work setting; flip flop/beach shoes are inappropriate; staff members who are conducting experiments or are in a lab are required to wear closed-toe shoes.)

***Leggings are not appropriate***
Absences

• If you are unable to visit your placement site for a scheduled field experience you must contact your cooperating teacher by phone and/or email prior to the start of the school day.

• *Frequent absences will negatively impact your professionalism*
Policies and Procedures

KNOW THE RULES!
Student Privacy

• All information and observations gained about P-12 students are to remain confidential.

• When video recording or taking pictures, have all proper release documentation.

• Copies of videos may not be shared on public platforms. All recordings and images must be stored in a secure, password protected platform (LiveText).
Field Experience & Clinical Practice Discontinuation Policy

There are circumstances that warrant the discontinuation of a field experience or clinical practice placement. Related situations may include teacher candidate behaviors that:

- negatively impact student learning
- adversely affect the classroom environment or school culture
- violate the Georgia Code of Ethics for Educators or
- violate the Armstrong State University Code of Student Integrity

The Director (Office of Field Experiences), Associate Dean, Dean, and university supervisor (when appropriate) will review and investigate any reports of professional and/or ethical violations. When there is reasonable evidence that circumstances warrant the discontinuation of a field experience or clinical practice, removal from the placement will be immediate and permanent. The teacher candidate will be informed of this decision in writing and in a conference. In such cases the teacher candidate will receive an “F” or “WF” in each related course if the course is dropped.

The teacher candidate may formally appeal this decision. There is a Field Experience & Clinical Practice Appeal form available on the Office of Field Experiences, Clinical Practice, and Partnerships website: armstrong.edu/ofecpp.
If you have any questions about field experiences or clinical practices please contact –

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