Armstrong State University
College of Education

Field Experiences
Orientation

Fall 2015
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)

- Works with the public schools through various programs designed to support student learning
Application Process

• Most teacher-candidates completed their field experience applications Spring 2015. As a consequence most have been placed. **Please** complete an application for field experiences as soon as possible if you have not already done so. Applications are available in University Hall 242.

• Keep in mind most placements take approximately 3 weeks to secure. Some take longer. Also, due to the numbers of students already placed options for schools are currently limited.
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 placement to June Erskine (june.erskine@armstrong.edu)
LiveText  Field Experience Management Module (FEM)

Our LiveText administrator Ms. Megan Morris will hold information sessions about our new Field Experience Module (FEM) in LiveText. Teacher-candidates are required to attend one session.

Training dates and times include –

Tuesday, August 18th from 5:00 p. m. to 6:00 p. m.
Thursday, August 20th from 5:00 p. m. to 6:00 p. m.
Friday, August 21st from Noon to 1:00 p. m.
Friday, August 21st from 5:00 p. m. to 6:00 p. m.

All training sessions will be in University Hall 157.

If you are able, please bring a wifi enabled tablet or laptop.
Placement Process

• Placements will be shared with your students via LiveText August 24th (after attendance verification).

• Contact your mentor teacher by email and introduce yourself. Offer to meet with the mentor teacher to establish a mutually convenient schedule. Email addresses are available on most school web sites.
Expectations

• Dress professionally, wear your Armstrong lanyard and student ID
• Report to the principal’s office, sign in and submit the emergency form
• Communicate the details of your assignments to your cooperating teacher and bring letter(s) from course instructor(s)
• Maintain the attendance log in LiveText. This will be validated by your cooperating teacher.
• Coordinate with your cooperating teacher when you plan a mutually beneficial schedule for you to complete your field experiences.
• Enter the classroom before instruction begins.
Expectations

• All assessments, activities, and lessons plans must be collaboratively developed with and approved by your cooperating teacher.
• Your cooperating teacher’s first responsibility is to his/her students in the classroom.
• Be proactive!
Professional Standards for Attire

All students from Armstrong State University who participate in field experiences and clinical practices are expected to be professionally dressed to perform their duties.
Appropriate Attire includes

Men
- Dress shoes or loafers
- Ties
- Slacks
- Short/long sleeve collared shirts, turtlenecks
- Sports jackets/suits
- Sweaters
- Principals and Assistant Principals, shirt and tie
- Uniforms as required

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 close-toed shoes.)
- Uniforms as required
Policies and Procedures

• If you have to be absent, you must contact the Mentor teacher and your instructor by phone or email prior to the start of the school day.

• Personal business (phone calls, texting, e-mails, etc.) are not to be conducted during your field experience.
Student Privacy

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

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

• Copies of videos should never be shared on Youtube or other public sites.
Integrity

• An educator
  – Acts to improve their personal abilities and their school environment
  – Maintains professional relationships with students and colleagues
  – Protects the psychological, emotional, and physical safety of their students
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