

Pre-Practicum Level II Field Experience Guide

All methods courses in the School of Education require students to participate in field experiences. Prior to beginning practicum, you must demonstrate that you have successfully completed field experiences in both urban and suburban schools. The assignments and their purposes and appropriate field settings are determined by faculty in the School of Education in conjunction with the Field Experiences Office.

All field placements are arranged by the Field Experiences Office. You may not make your own arrangements to conduct observations or teach/work with students.

Once you are notified by the field office that your placement has been determined, it is your responsibility to:

- Contact the teacher you will be working with (host teacher) over the telephone or email to **set up an initial meeting**.
- Find out at this time whether the school policy requires you to **show** them **your criminal background check**. If so, bring your criminal background clearance document to your initial meeting.

At the initial meeting in the school:

- Share your field experience assignment with the host teacher
- Jointly determine how you will carry out your plans
- Be explicit with the host teacher about whether you need to conduct an observation; interact with students, school personnel, and families; co-teach a lesson; meet with the cooperating teacher during the span of a few planning periods, etc.
- Make sure to exchange contact information with the host teacher. Discuss the most efficient way to get in touch before, during, and after the school day.

Before you begin your work with students:

- **Provide the *Case Study Parent Permission Form*** to the teacher if your assignment requires a case study
- **Provide the *Media Permission Form*** if your assignment requires you to film, record, photograph, or use e-mail or the internet with students.
- You **may not** engage in case study work or implement media projects with students until these forms are signed and returned to the school by parents or guardians.
- Your professor will provide you with the appropriate form or you may get a copy at the Field Experiences Office.

Please keep in mind the following:

- **It is your responsibility to follow through with your pre-practicum experiences in a timely fashion.** Do not wait until the last weeks of the semester to complete your assignment.

- Ask to **read a copy of the school's handbooks** for teachers and students. The handbooks will provide valuable information about the policies and procedures of the school.
- Be energized and alert! Teaching is a demanding profession, and you must be ready **to positively engage all students for success.**
- **Be punctual!** Arrive 5-10 minutes ahead of time. If you will be late or absent, telephone the school at the main number and leave a message for the teacher. Follow-up with an email explaining the circumstances of your absence. Make arrangements for when you will return to the school.
- **Abide by the school/district dress code** for teaching personnel. Dress professionally. Necklines, waistbands, and hems should be discreet. Clothing and accessories that may distract young people should be avoided—remember, the focus is teaching and learning!
- **Turn off cell phones** or other devices that could interrupt your ability to observe or work with the students or disrupt a classroom. Do **not send or receive text messages** when you are at the field experience site.
- Social Media sites are used by students of all ages. **Refrain from engaging in the use of social media with the students** in all field experience sites.
- You are expected to **maintain the confidentiality of all information.** Casual discussions in person or through social media of what occurs in your field experience should not occur. If, at any time, you feel the physical and/or emotional health and safety of a child is jeopardized, you are required to report the details of the incident to your host teacher.
- **Continually communicate** with your host teacher according to the plan you made at your initial meeting. Ask questions at the appropriate moment.
- Contact your professor immediately if there is a significant issue with your placement with which you need help problem-solving. The faculty and staff in the School of Education at Roger Williams University are committed to supporting your success to the extent possible.
- You **are not to be with children/adolescents, unsupervised**, at any of your Level I or Level II Field experience placements. The cooperating teachers should remain in the rooms with you when you are observing students or working with students. If you have a situation where you find yourself left alone with students in a classroom, please bring it to the attention of your professor.