

FOLLOW THESE STEPS FOR A SUCCESSFUL FIELD EXPERIENCE

1. Submit your field experience placement application by the deadline: Fall Semester – February 23 Spring Semester – September 20. These applications are completed online – the link is found on the Brenau Intranet under Academics-Education-Clinical Experiences then scroll down to Field Experience Placement Application.
2. Make sure that you have obtained Professional Liability Insurance coverage and that you have completed the Certified Background.com criminal background check (this is done online also, and the instructions are on the Intranet at the same site as the application).
3. Review all Field Experience Policies and the Syllabus that goes with your course number so that you are sure that you will be able to meet course requirements prior to committing to taking a field experience.
4. Once registration opens for the semester you plan to take the experience, register for the course number that corresponds to the field experience you are planning to take. Make sure you register for the section that matches your campus location.
5. Wait to receive a placement confirmation from the Clinical Experiences Office. Once we have received your placement from the school system we check to make sure you are registered, that you have completed your background check and obtained professional liability insurance coverage, and completed your personal affirmation statement. If all of these are complete, we send you an agreement letter, stating that you agree to meet all course requirements, to contact your school/teacher to set up your schedule to complete the 48 hours, and that you will contact your college supervisor to let her know this schedule and will arrange with her an appointment time to come observe your lesson which is a part of the course requirements.
6. Once we receive your signed agreement letter, we send you your placement confirmation, along with a copy to your college supervisor. You are to immediately contact the school to which you've been assigned (if you were given a specific teacher's name, then contact him/her), but if you were given a school name only that means the principal will assign a teacher once you arrive at the school. You can call, email, or go directly to the school to set up your schedule for visits. This is your responsibility, and we recommend that you go right to the school. You are required to attend for 48 hours – on non-consecutive days for a minimum of four weeks to

attain your observation hours. You can only use instructional time – not planning, lunch, or recess. During your 48 hours you will observe, assist, and model the teacher's techniques, learning as much as possible about that grade level and the responsibilities of teaching. Your syllabus gives detailed instructions of what you are to look for and record. You are to keep a daily journal of what took place in the classroom and what you learned from that day's activities – your reflection of how this will impact your professional growth. During the 48 hour period, you will also plan a lesson (approximately 30 minutes) based on input from your supervising teacher in a subject/skill area that she recommends. This lesson is to be completed in Livetext, but also printed to put in your final journal. You will arrange a date/time to present this lesson to your class and make sure that you have arranged for your college supervisor to be there to observe you and provide you with feedback on your planning, instruction, and professional behavior.

7. While you are completing your 48 hours, make sure that you refer to your syllabus to guarantee that you are meeting all course requirements. You are to complete a detailed journal to submit to your college supervisor at the end of the field experience. We have Guidelines for Your Journal on the Intranet as well, so refer to these as you prepare your journal. The syllabus also states the due date and location for you to submit your journal. Late submissions are not accepted, so make sure you get your journal turned in on time. Please refer to the Evaluation Sheet that is a part of your syllabus – this is the form that your college supervisor will use to grade your final journal – make sure you have included everything you need for each section and that it is presented as required in the syllabus – typed, in sections, all information included. The Evaluation Sheet is very clear – follow every section. The Guidelines will walk you through this.
8. You will also be evaluated on your professional behaviors during your field experience. Your college supervisor will meet with your supervising teacher to make sure you are behaving professionally, including dress, communication, regular attendance, etc. She will also evaluate your communication with her so make sure you are checking your Brenau email daily and providing your college supervisor with all the information she needs to schedule your observation appointment.
9. At the end of the 48 hours, you may submit your final journal as soon as it is completed – but no later than the due date on the syllabus. Please be

sure to submit your journal to the correct campus as stated on your agreement. If you are unsure as to which campus you need to turn in your journal, please contact your assigned college supervisor.

10. You should now already be thinking about applying for your next field experience. Once you have completed your first field experience (along with other College of Education requirements), you will need to apply to be admitted to Teacher Education prior to taking your second field experience – HOWEVER, you need to go ahead and submit the placement application so that you'll have a placement for the next semester. If you do not get accepted to Teacher Education by then, we can cancel this placement, BUT if you do get accepted and have not requested a placement, we won't be able to place you until a later semester. After you have been accepted into Teacher Education, you will be eligible to take two field experiences during one semester (not at the same time, but one after the other), if this fits with your schedule and you can meet all course requirements within the timeframe of one semester. If not, then you can take one field experience, and then take the last one the next semester. HOWEVER, you will not be able to take these without submitting your placements applications by the deadline (see item 1).