



NAZARETH COLLEGE
School of Education
Office of Clinical Experience and Partnerships

Field Experience Guidelines for Teacher Candidates

Field experience is a foundational clinical experience that provides opportunities for teacher candidates to engage in the teaching and learning processes in classrooms/schools prior to their culminating student teaching or practicum clinical experience(s).

Teacher candidates will begin each field experience by *observing for the first few hours* in the classroom. The expectation is that each candidate will *progressively take on a more active role in the classroom* as they become familiar with the classroom expectations. Please review the list below of ways to actively participate in the classroom.

Suggested Activities to Actively Participate in Field Experience

- ❖ Supporting students one-on-one
- ❖ Facilitating a small group
- ❖ Giving a demonstration as part of the School-Based Teacher Educator's lesson
- ❖ Developing a small piece of instruction
- ❖ Developing remediation or enrichment activities/materials
- ❖ Making a focused observation of students to provide information to school-based teacher educator
- ❖ Reading to students/having a student(s) read to you
- ❖ Assisting with testing accommodations
- ❖ Gathering student data such as completing a running record
- ❖ Preparing materials for a lesson
- ❖ Identifying student strategies in learning
- ❖ Researching information on student needs

Please review the following important information prior to beginning any field experience.

- ❖ All teacher candidates receive their placements from the Office of Clinical Experiences and Partnerships (OCEAP).
 - ❖ Teacher candidates are **NOT** permitted to find their own placements due to the strict guidelines each school district provides. If a teacher candidate finds their own placement, it **probably** will **not** be honored.
 - ❖ Any teacher candidate with a special circumstance must contact the OCEAP **no later than by the end of the first week of classes**.
 - ❖ Any **graduate** teacher candidate who is employed at school or agency that meets the requirements for their field hours can submit the *Job-Embedded or Job-Referenced Fieldwork Approval Form* to complete their hours at their place of employment **no later than the end of the second week of classes**.
 - ❖ Teacher candidates must submit a **separate** *Job-Embedded or Job-Referenced Approval form* for **each** class that has fieldwork hours.
 - ❖ Forms can be located on the OCEAP website under the Field Experience Page.
- ❖ **Within one week** of receiving their placement, teacher candidates **must** contact your school-based teacher educator to set up a schedule and begin your fieldwork hours.
- ❖ Each course's fieldwork hours are to be completed separately and cannot overlap.
 - ❖ For example: if a teacher candidate is taking two classes with fieldwork hours where one course requires 25 hours and the second course requires 30 hours, the teacher candidate must complete a **total** of 55 hours.



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- ❖ All teacher candidates are expected to maintain and submit a *Field Experience Attendance Verification Form* for ***each*** class with field hours.
 - ❖ The most up-to-date version of the *Field Experience Attendance Verification Form* can be downloaded from the OCEAP website.
 - ❖ Teacher candidates must submit a **separate** attendance verification form for each class that has fieldwork hours as the form must be signed by the course instructor.
 - ❖ Attendance verification forms must be signed by the school-based teacher educator during each visit.
- ❖ All teacher candidates must have their hours completed **by fourteenth week of the semester**. (*The specific date is provided when placement information is received.*)
- ❖ All teacher candidates are required to submit their attendance verification to their professor **during the fourteenth week of the semester classes**.
 - ❖ Hours **cannot** be completed during the last week of the semester.
 - ❖ The instructor must sign and submit the verification forms to the OCEAP by the Monday of the last week of the semester so all forms can be verified by the OCEAP prior to grades being submitted.
- ❖ Teacher candidates **cannot receive a passing grade** for the course without completing all their field experience hours and submitting their attendance verification form.
 - ❖ Please note, approval for extending the completion of field experiences hours beyond the deadline, are only given for very extenuating circumstances
 - ❖ Circumstances that typically would *not* warrant an extension include vacations, lack of transportation, schedule conflicts.

If you have any questions, please contact the Office of Clinical Experiences and Partnerships (fieldexp@naz.edu or 585-389-2596). Best of luck!