



NAZARETH COLLEGE
School of Education
Office of Clinical Experience and Partnerships

Field Experience Guidelines for Teacher Candidates

Please review the following guidelines *prior* to completing fieldwork each semester.

- ❖ All teacher candidates receive their placements from the Office of Clinical Experiences and Partnerships.
 - ❖ 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 Office of Clinical Experiences and Partnerships *by the end of the first week of classes*.
 - ❖ Any 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*. Approval forms **must be submitted by the end of the first week of classes**.
- ❖ All teacher candidates are expected to maintain and submit a *Field Experience Attendance Verification Form*.
 - ❖ The most up-to-date version of the *Field Experience Attendance Verification Form* can be downloaded from the Office of Clinical Experiences and Partnerships website.
 - ❖ Teacher candidates must **submit a separate verification sheet for each class** that has fieldwork hours.
- ❖ Each course's fieldwork hours are to be separate 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.
- ❖ All teacher candidates must have their hours completed by **the last day of class**.
 - ❖ If a teacher candidate has not completed their hours by the last day of class, the teacher candidate must fill out a **PETITION FORM**. Teacher candidates may pick up a petition form in the Registrar's/Graduate Office.
 - ❖ The teacher candidate will be assigned an "I" or *Incomplete*. An **"I" will always be a permanent part of a teacher candidate's transcript**.
 - ❖ Teacher candidates with an "I" or *Incomplete* must complete their field experience hours and return their completed *Field Experience Attendance Form* to their instructor **one week prior to Valid Grade for Incomplete Due Date** which can be found on the Nazareth College academic calendar.
 - ❖ **If a teacher candidate does not complete their requirements by that deadline, the grade becomes an "F"**.
 - ❖ Once the teacher candidate has completed their fieldwork hours and submitted the *Field Experience Attendance Verification Form* to their instructor, the instructor will complete a **Change of Grade Form** and submit it to the Registrar's office.

If you have any questions, please contact the Office of Clinical Experiences and Partnerships. Best of luck!