



NAZARETH COLLEGE
School of Education
Office of Clinical Experience and Partnerships

Frequently Asked Questions about Field Experiences

1. Why do I have to do fieldwork hours?

The primary purpose of fieldwork is to connect the theory and strategies learned in the Nazareth classrooms to the real world applications in public schools. The fieldwork hours provide Nazareth students with a multitude of opportunities to observe and participate in classrooms to broaden their understanding of developmental levels and classroom settings. The New York State Education Department requires that all students who wish to apply for New York State Education Department teaching certification must fulfill a minimum of 100 hours of fieldwork prior to student teaching. For each additional certification area you add beyond the first, you are required to have 50 field experience hours.

2. When does fieldwork begin?

Fieldwork hours are tied to coursework. Only certain courses require fieldwork hours. Please refer to your program requirements to see which courses require field experience hours.

3. Who will make the placement for me?

The Office of Field Placement Services in the School of Education at Nazareth College will make your placements. The Office of Field Placement Services is located in the Golisano Academic Center, Room 277. If you have a contact in a school whom you would like to request as a field experience teacher, please provide the teacher's name and email address. We will then communicate directly with that teacher and his or her administrator to be sure that the teacher has approval to have an observer this semester. Many school districts handle pre-service teaching placements and student teaching placements through their Central Office and require only one contact person from the college who works in an official capacity; they ask that students do not contact their teachers directly.

4. Where do I have to go to fulfill those hours of fieldwork?

You will be assigned to a school in the greater Rochester area. The Office of Clinical Experiences and Partnerships tries to provide you with a variety of experiences during fieldwork. Thus the office will place you in an assortment of settings such as urban, rural, suburban or high needs.

5. How and when will I be notified of my field work placement?

You will receive an email from the Office of Clinical Experiences and Partnerships with the field placement information including name of the school based teacher educator (SBTE), the school address, phone number, and other pertinent information during the **first month of the course**.

6. How will I get to the school where I am assigned for the fieldwork?

Transportation is the responsibility of the student. The Office of Field Placement Services **does not** arrange car pools.

7. If I am working in a classroom now can't I just stay there for my fieldwork?

Each Nazareth course requires a specific setting (grade level, student population). Your classroom must meet the course criteria for you to work within your own classroom. If your classroom meets the course criteria, you will need to **fill out a job embedded/job referenced form**, available on the Office of Clinical Experiences and Partnerships website, **no later than the first week of the start of the course**.

Please note: Some programs may have a designated limit on the number of hours you may complete in your classroom.

8. What steps should I take after I receive my assignment?

When you have the name of the SBTE and the contact information, get in touch with the teacher within 24 hours. Most teachers rely upon email for their primary form of communication. It may take you more than one attempt to reach the teacher, so begin right away. If you cannot reach the teacher via email, feel free to call the school and be transferred to the teacher.



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When you have the name of the teacher and the contact information, you should get in touch with the teacher within 24 hours. **It may take you more than one attempt to reach the teacher so begin right away.** In some classrooms there are phones for each teacher, but many rely upon voice mail, a message left in the main office, or an e-mail. Teachers do not usually welcome drop-ins; please visit the school only after you have successfully contacted your teacher. Please carry picture ID with you when you first visit the school. Many schools now use a security system that requires you to present picture ID on your first visit, and a sign-in process after that.

9. Can I use my observation hours for more than one class?

You cannot use the same block of hours for more than one course. Each course has a specific number of required hours. For example: If you are taking two courses where one course requires 30 hours of fieldwork and the other course requires 20 hours of fieldwork, you must do a total of 50 individual hours of fieldwork.

10. Why do I have to verify my hours of fieldwork?

All hours need to be documented to meet NYS Education certification requirements as well as those of the course. Please verify your hours by filling out the Attendance Verification Form, which can be found on the Field Placement Services website (go.naz.edu/fps). Please note: Each course has a specific number of required hours. You cannot use the same block of hours for more than one course. For example: if your coursework for the semester requires 60 field hours, you must do 60 individual hours.

11. What if I complete more than the required fieldwork hours for the course?

Each field work course at Nazareth College has a specific number of assigned hours. While additional hours may enhance your learning, these may not be applied to future coursework as the hours are attached to assignments within each course.

12. What happens if I am unable to complete the required field experience hours?

If you do not finish your required hours by the end of the semester, you will be given an “I” grade. Please note: the “I” grade remains a permanent part of your transcript. You must then work with your professor to complete the hours quickly in order to convert the grade.

13. What if I withdraw from this course?

It is your professional responsibility to contact your assigned teacher and inform him or her that you will not be returning. Please also advise the OFPS so we can send a thank-you to the teacher.

14. What else should I keep in mind when I am in a local school?

Dress and act professionally. Always keep in mind that you are a guest in the school. Please remember that you are representing Nazareth College, the School of Education, and yourself, who will soon be a job-seeker.

Your job is to be humble, ask questions, and learn all you can. It is wise to offer no opinions but rather to ask clarifying questions in a non-judgmental manner.

Use the internet to look up the administration’s names and office staff names before you visit the first time. This will help you to be appropriate as you meet people at the site.

Report to the main office, introduce yourself to the secretary, and explain why you are there. Remember this is a professional responsibility – arrive early, stay late, be willing to do any task that is asked of you. Keep and be on-time for all scheduled observations.

If you have any questions regarding your placement, please feel free to e-mail or telephone:

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