Nazareth College Sponsor Teacher/Cooperating Teacher Guidelines for Field Experiences

Office of Field Placement Services
Golisano Academic Center, Room 277
Email: fieldexp@naz.edu ■ Fax: 585-389-2938 ■ Phone: 585-389-2596

Purpose
Experience in schools prior to student teaching is a critical component of students’ learning about schools, children and adolescents, and teaching.

New York State Education Department requires that programs leading to teaching certificates include at least 100 hours for initial certification and 50 hours for additional certifications. Programs that simultaneously prepare for more than one certification area have more hours. These field experiences must be related to courses in an approved program of study. The number of hours will vary from course to course.

Level of Involvement
This field experience is primarily direct observation of teaching and learning. A pre-service student might provide one-on-one and/or small group support to learning depending on the needs of the classroom teacher and the learners and the classroom teacher’s perception of the pre-service student’s readiness. Students with teaching experience are expected to engage at a higher level of involvement.

Suggested Activities
- Listening to and reading to students
- Gathering/recording student’s response to stories/activities
- Identifying student strategies in learning
- Developing a small piece of instruction
- “Kidwatching” to provide information to teachers
- Giving a demonstration as part of a lesson
- Researching information on student needs
- Assisting on a field trip
- Preparing materials for a lesson
- Writing an informal case-study IEP project (if relevant)

Suggested Activities
*Unique to students in the Educational Technology Specialist program*
- Observe and prepare field notes
- Prepare instructional materials
- Work with a small group of students
- Demonstrate a technique
- Monitor practice in a lab
- Conduct research that will enhance a lesson
- Share individual work as a guest presenter

Expectation of Student
- Participate fully in the opportunities provided in the classroom for observation/participation.
- Maintain confidentiality of all student information.
- Abide by the rules of dress and professional behavior, and procedures of the building.
- Fulfill course requirements as determined by the course instructor.

Expectation of Teacher
- Provide opportunities for the student to complete course activities.
- Verify hours spent in the field placement by signing the attendance verification form.
- Share concerns with faculty member or field experience office.
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Professional Expectations

We believe that teaching requires exemplary character on the part of all who seek to work in the profession. Professionalism is interwoven in all that one does as an educator and when working with students. Some examples of professional behavior are outlined below:

- Consistent attendance to all School of Education courses
- Promptness to all School of Education courses, field observation and student teaching assignments
- Active and enthusiastic participation during School of Education courses and all field observation and student teaching assignments
- Maintenance of a high grade point average
- Adherence to an appropriate dress code when acting as a field observation student and/or a student teacher
- Open and positive communication with fellow students, faculty, staff, community educators and their students
- Appropriate written and verbal communication (grammatically correct emails and clear and concise voicemails) to faculty, staff and professionals within the education community (teachers, principals and students)
- Respect for administrators, teachers, staff and students when observing and student teaching in area schools
- Respect for, and awareness of, a classroom student’s right to safety, confidentiality and privacy.

Nazareth College prides itself on its preparation of qualified and caring educators. We feel professionalism is an integral and important part of this preparation. Should a student educator fail to meet our professional expectations as well as yours, we will take appropriate action to address the situation. In order to counsel our students, we need to be informed if you have concerns regarding a student with whom you are working. I can be reached at 585-389-2616 or by email at dorioli8@naz.edu. We appreciate your assistance as we strive to prepare the best qualified future educators possible.

Donna W. Orioli, Director
Office of Field Placement Services