

## **Field Experience Guidelines**

**Field experiences** allow students the opportunity to complete observational or hands-on experiences within a classroom of a partnering school district. Students encounter multiple field experience opportunities working through our programs within Clemmer College. These experiences expose students to many teaching styles and pedagogies. Any course requiring field experience hours must follow the guidelines below. This information can also be found at <https://www.etsu.edu/coe/educator-preparation/field-experience/school-based-pre-k-12-grade.php>

### **Semester Deadlines for Requesting a Field Placement**

Spring Field Experience Placement Request Forms Opens: December 1

Spring Field Experience Placement Request Form Deadline: February 15 (No placements will be requested after February 15)

Fall Field Experience Placement Request Form Opens: June 1

Fall Field Experience Placement Request Form Deadline: September 15 (No placements will be requested after September 15)

- Complete the online Field Experiences Placement Request Form by the deadline. **Please note- Online Field Experiences Placement Request Form cannot be completed after the placement deadline; therefore, students cannot be placed after this deadline.**
- Complete required documentation and background checks prior to all school placements. Students will not receive a placement until the Field Experience Placement Request form and Background Check Package or Affirmation are complete.
- Contact the assigned field placement teacher via email within 7 days after receiving the assigned placement.
- Forward the email reply from the assigned teacher to the Office of Educator Preparation, [edprep@etsu.edu](mailto:edprep@etsu.edu), to continue the placement.
- Establish a clear schedule with the field placement teacher before completing hours and make sure he/she is notified of any changes in advance.
- Notify the Office of Educator Preparation ASAP regarding issues or concerns with the placement or of extenuating circumstances that might interfere with the field placement.
- Allow for adequate time in the semester to complete required hours.
- Follow all rules and policies of the school/school system of placement (i.e., dress code, professionalism, etc.).
- Maintain confidentiality with ALL student information (student records, conversations, etc.).
- Do not share information about the school, students, mentor teacher, etc., privately or publicly to others.
- Refrain from posting materials, information, photos, or personal commentary on social networking sites.
- Refrain from serving where you have close friends or relatives due to a conflict of interest and confidentiality issues.
- Avoid bringing others (e.g., personal child, significant other, etc.) with you to the assigned school.
- Upon their arrival to and departure, students should sign in and out of the school in the office using the school's procedures.
- Logged hours must match the total amount of hours indicated on the Field Experiences Verification Form.
- Turn in the Field Experience Verification Form to the Office of Educator Preparation no later than **the last day of classes**.
- **Provide required paperwork to your instructor per syllabus deadlines.**

**In order to pass your course, you must submit the Field Experience Verification form to the Office of Educator Preparation.**

**\*\*Please see the detailed instructions for completing these Field Experience Requirements on the next page.**

**Please note the Honor Code and Pledge stated below that addresses falsifying information. Falsification of hours will not be tolerated.**

### **Honor Code**

East Tennessee State University is committed to developing the intellect and ethical behavior of its students. Students found to be in violation of policies on plagiarism, cheating, and/or fabrication will be held accountable for their actions. Any knowledge of academic misconduct should be reported. Students are expected to act with honesty, integrity, and civility in all matters. Honor Code revised and adopted February 16, 2012.

### **Honor Pledge**

By becoming a member of the campus community, students agree to live by the standards of the honor code and thereby pledge the following: "I pledge to act with honesty, integrity, and civility in all matters." Honor Pledge revised and adopted February 16, 2012.



### **Tennessee Mandatory Reporting**

All members of the University community are responsible for compliance with Tennessee laws on mandatory reporting of child abuse and child sexual abuse. Go to the [Tennessee Department of Children's Services](#) website to find out more information on how to identify and report child abuse and child sexual abuse.

University students placed in school districts should proactively ask the field experience and residency site for the school's procedures for mandatory reporting and adhere to those reporting structures when possible.

View full Mandatory Reporting protocol [here](#).

## Field Experiences Requirements

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### A Field Experience Placement Request Form and initial Background Check Package or Affirmation of Background Check must be completed before a placement can be given.

1. **Field Experience Placement Request Form** – The **Field Experience Placement Request Form** is the first step to request a placement. It is recommended that students complete the online request form **prior** to the first day of class. Students can confirm that a field placement is part of their class on the first day when their instructor goes over the syllabus.
  - **Students must submit a Field Experience Placement Request Form for each class that requires field experience hours.**
  - **Students may not double count their hours. All hours must be completed for each course for which students are enrolled. For example, if a student is enrolled in two courses with 20 hours for each course, then the student must complete a total of 40 hours. The same hours cannot count for both classes!**
  
2. **Background Check Completion-** All students who participate in a field experience are required to complete a Background Check Package, which consists of fingerprinting and required documentation. Background Check Packages are good for one calendar year. If students have completed a Background Check Package, an Affirmation of Background Check can be completed to extend the duration of the background check for another year. A maximum of two consecutive Affirmation of Background Checks can be completed before another Background Check Package is required.
  - Students will use the following link for the directions for a Background Check Package or access to the Affirmation of Background Check. <https://www.etsu.edu/coe/educator-preparation/background.php>
  - Students need to complete and return the forms by 1) in person at Office of Educator Preparation, 305 Warf Pickel Hall; 2) email the forms to the Office of Educator Preparation at [edprep@etsu.edu](mailto:edprep@etsu.edu); or 3) mail the forms to: Office of Educator Preparation, East Tennessee State University, PO Box 70685, Johnson City, TN 37614
  
3. **Placement Confirmation** – The Office of Educator Preparation will email students their assigned field experience placement and teacher information. Using the sample provided below, students need to **contact their assigned field experience teacher** via email within **ONE WEEK** of receiving their placement asking the teacher to send an email response with a date for their initial meeting. When the student receives the email reply from their assigned teacher, they will need to **forward the email reply from their assigned teacher to: [edprep@etsu.edu](mailto:edprep@etsu.edu). Once this email has been received in the Office of Educator Preparation, the student placement is confirmed.**  
*Good afternoon,*  
*My name is \_\_\_\_\_ and I am a student at ETSU. I have been assigned to your classroom for \_\_\_\_\_ hours of field placement! I am excited to meet you and get started. I am available (please list a couple of days and times) to meet and schedule my classroom visits. Please let me know when I can schedule a meeting. I am required to submit a copy of your email response to the Office of Educator Preparation.*  
*I look forward to hearing back from you,*  

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4. **Field Experience Verification** – **\*\* In order to pass your course, you must submit the Field Experience Verification form to the Office of Educator Preparation.** The student's field experience teacher should complete the Field Experience Verification form after the student has completed all required field experience hours (**No electronic signatures will be accepted**). The student will then return the Field Experience Verification form to the Office of Educator Preparation either in person or by scanning and emailing to: [edprep@etsu.edu](mailto:edprep@etsu.edu). It is the student's responsibility to ensure the Field Experience Verification form is received by the last day of class.



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EDUCATION *and*  
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**Please note that instructors may have other due dates for paperwork so please consult your syllabus. Students must follow the deadline of their instructor if he/she requires this paperwork earlier than the dates required by the Office of Educator Preparation.**