

## FIELD PLACEMENT POLICY & PROCEDURES

### Early Field Experience, Practicum, and Student Teaching

**Placement Policy.** Every effort is made to provide Teacher Candidates with a wide range of field experiences, within and across grades K-6 and throughout their field-based coursework, from Early Field Experience, through Practicum, and into Student Teaching. The Division of Education Field Experience Coordinator places teacher candidates in the field, in collaboration with school principals or the principal's designee. Teacher Candidates do not choose the mentor teacher or the field placement site. To the greatest extent possible, placements are made prior to the beginning of the semester in which the candidate has enrolled.

- Early Field Experience (EDEF 200) Teacher Candidates are placed in an elementary classroom setting, under the direct supervision of a mentor teacher in whose classroom they have been invited. This course is taken concurrently with EDEF 201, Introduction to Teaching as a Career. The UHWO instructor establishes and maintains close communications with the mentor teacher and the candidate, throughout this first experience in the schools.
- Block 1, 2, & 3 (400-Level course work) Practicum Teacher Candidates are placed in an elementary classroom, under the direct supervision of a Mentor Teacher, in whose classroom they have been invited, and in cooperation with the university supervisor.
- Early Field Experience students and Practicum students work cooperatively with the mentor teacher to schedule a minimum of 45 practicum hours during the semester.
- Each practicum is discipline specific (e.g. Math and Science for Block 2), and, as such, all 45 practicum hours must be completed observing and working with students in the discipline(s) represented within the block in which the candidate is enrolled.
- Teacher Candidates who are Educational Assistants (EAs) or Part Time Teachers (PTT) may complete the Early Field Experience and Blocks 1-3 practicum experiences in the school where they are employed, upon approval of the school principal.
- Pending Hawai'i Teacher Standards Board (HTSB) and Hawai'i Department of Education (HDOE) approval, full-time classroom teachers who hold at least a baccalaureate degree and have completed the UHWO pre-professional and professional teacher education required course work may "validate" their student teaching in the classroom in which they are fully employed, under the direct supervision of a Mentor Teacher, field experience coordinator, and university supervisor.

**School Policies.** Teacher education candidates are expected to be familiar with and adhere to the same rules, policies, and regulations practiced by the school personnel in the school to which they are assigned.

- Early field and practicum teacher candidates follow UHWO semester schedules.

- Student teachers are expected to adhere to the HDOE and school schedule (including holidays and other special scheduling) of their mentor teacher.
- In addition to observing, tutoring, and teaching, candidates are expected to share duties with the mentor teacher as requested.
- Teacher education candidates must not use cell phones or any other communication device for any purpose during the time they are in the school and classroom.
- Personal email communication or text messaging must not take place while in the assigned field experience classroom.

## **Responsibilities & Expectations**

Responsibilities of the *teacher candidate* include:

- Providing his/her own transportation to the field experience.
- Completing the required number of hours for field experiences.
- Notifying the principal/teacher prior to an absence.
- Maintaining a professional appearance and attitude.
- Submitting on time all written assignments related to the field experience.
- Keeping in close communication with mentor teacher and university supervisor.

Responsibilities of the *mentor teacher* include:

- Providing opportunities for the candidate to plan and engage in a variety of developmentally appropriate institutional activities.
- Mentoring the candidate by providing constructive feedback on lesson planning and instruction undertaken throughout the field experience.
- Reporting to the Field Experience Coordinator and/or course instructor any problems that appear to be non-negotiable.
- Signing the candidate's time log.
- Completing and returning the candidate's final evaluation form.

Responsibilities of the *principal* include:

- Determining the number of candidates his/her school will accommodate.
- Recommending and approving mentor teachers.

Responsibilities of the *university* include:

- Providing research-based methods and culturally responsive pedagogies.
- Coordinating and monitoring field placements.
- Communicating with mentor teachers regarding questions and issues.
- Evaluating lesson plan development and implementation.
- Completing and returning the candidate's final evaluation form.

- Assigning the final course grade.

## PLACEMENT PROCEDURES

Liability Insurance: Students enrolled in the UHWO Teacher Education are required to have liability insurance. Complete information regarding Liability Insurance and NEA membership can be accessed at <http://www.nea.org/home/1600.htm>. Candidates may go to the following NEA Student Program website and complete the online application at <https://sites.nea.org/JoinNea/>.

Criminal History Check: Prior to an elementary school placement in the pre-professional early field experience (EDEE 200), teacher candidates must undergo fingerprinting and security clearance, arranged through the State of Hawai'i Department of Education. Under Hawai'i Revised Statutes, the Department of Education (DOE) has authorization to perform criminal history checks on teacher candidates who come in close proximity to public school students. This criminal history check ensures that teacher candidates in public schools do not pose a risk to the health, safety and well-being of students. Once teacher candidates received clearance from the DOE, they may participate in all field-based course work. Procedures for fingerprinting are as follows:

- Call the Department of Education at 596-3466 to schedule an appointment for fingerprinting.
- Bring your Social Security Card and a valid picture ID (e.g. driver's license, student ID, state ID, etc.) at the time of fingerprinting.
- On your scheduled appointment day, go to the following location where fingerprinting will take place:

Hawai'i Department of Education  
Office of Human Resources – EBC Section  
680 Iwilei Road, Suite 490  
Honolulu, HI 96817  
Hours: Monday through Friday: 8 AM – 4 PM

Teacher Candidate/Mentor Teacher Initial Contact: Upon notification of the teacher candidate's placement, he/she should immediately contact his/her mentor teacher and set up a meeting to discuss the field experience.

Schedule: It is the teacher candidate's responsibility to set up a mutually agreed upon time for regularly scheduled field experiences. This should take place at the first meeting and the schedule should be adhered to except under extenuating circumstances.

First Day in School: The teacher candidate should report to school shortly before the agreed upon time. Unless otherwise instructed, the teacher candidate should report to the school office to sign in, then to the mentor teacher.

Signing In & Out: The teacher candidate should continue to sign in and out at the school office at every visit. He/she should also wear his/her UHWO student identification in a lanyard that will be available at the school office. This process helps the school identify teacher candidates from UHWO.

Logging Hours: The teacher candidate should log his/her hours in the log contained in this handbook. Hours will be verified with the hours in the sign-in log at the school office.

Absences: Unexcused absences are not allowed during field experiences. If illness or an emergency should require the teacher candidate to be absent during any scheduled experience, it is the responsibility of the teacher candidate to let the mentor teacher and UHWO field experience coordinator know as soon as possible. Repeated absences should be reported to the UHWO field experience coordinator. In cases of prolonged or repeated absence, the UHWO field experience coordinator will, after consulting with the mentor teacher and principal, determine whether the teacher candidate's experience will be terminated or extended.

Students with Physical and Sensory Disabilities: In keeping with Section 504 of the 1973 Vocational Rehabilitation Act and with The Americans with Disabilities Act, students with physical handicaps, who have successfully completed all necessary prerequisites, will be allowed to participate in field experiences. Only if the student's disability would prevent the performance of the essential functions of the field experience would placement be denied. In order to assist in securing an appropriate placement and arrange any necessary accommodations, such candidates should consult with the UHWO Field Experience Coordinator.

Temporary Physical Conditions: Students should inform the UHWO Field Experience Coordinator of special health conditions (pregnancy, temporary medication, etc.) prior to the negotiation of placements for field experiences. This affords the school and the coordinator an opportunity to secure appropriate assignments.

## **PROFESSIONALISM IN EDUCATION**

Dispositions are defined as “the professional virtues, qualities, and habits of mind and behavior held and developed by teachers on the basis of their knowledge, understanding, and commitments to students, families, their colleagues, and communities” (Sockett, 2006, p. 23). Professionalism is at the heart of dispositions expected of UH West O‘ahu teacher candidates. Examples of dispositions that help teachers move toward teaching excellence include continuous self-assessment and reflection that leads to positive change in teaching behaviors, sensitivity and responsiveness to individual differences in the classroom, a willingness to seek new strategies for reaching students who are not learning, and the ability to communicate effectively with students, colleagues, staff and parents.

**EXPECTED** behavior in all field placements include:

- Attendance everyday (Be early, not tardy; notify your mentor teacher beforehand if you are ill or cannot attend).
- Following through with all assigned tasks.
- Effective communication with Mentor teacher and university supervisor.
- Attending to the needs of all students when clearly indicated.
- Using good judgment when interacting with students, Mentor teacher, school staff, university supervisors, peers, and parents.
- Sensitivity to diversity in the school and community settings, including cultural and linguistic diversity and the education of students with special needs.
- Appropriate use of oral and written language when communicating with children or adolescents, Mentor teacher, school staff, university supervisor, peers, and parents.
- Respectful attitudes and behaviors towards all personnel in the field experience environment, including children or adolescents, Mentor teacher, school staff, university supervisor, peers, and parents.
- Willingness to accept constructive criticism and work towards improving one's pedagogical and content knowledge, skills, and professional dispositions.
- Attire becoming of a professional educator and in accordance with school policy. Professional attire and good grooming is expected. Consult with mentor teacher and/or administration on appropriate attire for your school. If you are still unsure on appropriate attire, a good rule is to dress conservatively.

These expectations are qualitative in nature. If you have questions about how they are being evaluated, consult your Mentor teacher or university supervisor.

To view the UHWO Student Code refer to <http://www.uhwo.hawaii.edu/conduct>