

The candidate should:

- Begin the field experience as soon as the placement is received.
- Introduce themselves to the cooperating teacher and the school principal.
- Exchange contact information (email, telephone number) with the cooperating teacher and field experience mentor.
- Set a schedule with the cooperating teacher to observe and interact with the students. If required to teach lessons, set a schedule to teach these lessons. Be sure to include the Field Experience Mentor in the scheduling of these lessons.
- Stick to the schedule. If a day must be missed because of illness, an emergency, or participating in a mandatory, extracurricular event, notify the cooperating teacher immediately. Athletes should provide their cooperating teacher with a copy of their athletic schedule.
- Dress professionally when attending the placement. Do not wear anything too tight, short, or revealing. No flip flops. No high heels. No jeans, leggings, or sweat pants. No shirts with inappropriate logos/sayings, no gum, etc. Cover tattoos. No piercings (except ears for female students) with small earrings. Please look like a well-dressed professional teacher, not a student.
- Please ensure cell phones are on silent and out of sight. They have no place in the classroom. In the event of an emergency please give family members the number of the school.
- Follow all rules and regulations of the school.
- Explain to the cooperating teacher of the need to spend time interacting with the students not just sitting and observing. Texas Education Agency requires interactive field placements. This means to work with an individual student, small group, or with the whole class.
- Keep the timesheet up-to-date and have the cooperating teacher date and sign it each time he or she attends.
- Provide the cooperating teacher with all forms required and collect them when appropriate.
- When teaching lessons, explain to the cooperating teacher in advance that he or she must complete an assessment for each lesson taught.
- After teaching a lesson, complete the self-assessment and bring it, along with the cooperating teacher's assessment, and to the follow-up conference with the Field Experience Mentor.
- Complete the reflection tasks that need to be completed and submitted to the Field Experience Mentor.
- Complete all observation hours and/or lessons, and turn in all forms according to the timeline specified by the Field Experience Mentor **which is October 25, 2021.**
- When reporting to the school, present the Wiley College identification and officially sign in and out at the office for each observation. The school may require a visitor's name tag.
- Treat all information learned about individuals or schools in the instructional setting as CONFIDENTIAL!
- Notify their Field Experience Mentor of any problems encountered during the field experience.
- Be aware that each placement can be terminated by the school site personnel, course instructor, or Dean when it is deemed to be in the best interest of the student, school, or learners.

Enjoy the field experience!

Print Name

Signature

Date