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**Education Unit**

**Guidelines for Field-Based/ Pre-Practicum Experiences**

* Direct instruction will be given by your course instructor in regards to how to set up your pre-practicum experience. In some cases placements are secured by the faculty. Please do not attempt to solicit your own placement without the consent of your course instructor. When a prepracticum placement is student generated, provide complete and accurate contact information of your supervising practitioner.

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| **Forms** | **Assignments** | **Professional Behavior** |
| Documentation of Field-Based Activities *(Optional)*  Pre-Practicum Report Form  Candidate Disposition Form  Additional forms as required by course instructors | Hours as specified in course syllabus  Submission of assignments such as reflection journals, lesson plans, case studies, etc. | Punctuality  Reporting of Absences  Professional Attire\*  Knowledge of school policies  and procedures    Confidentiality |

* Course instructors will provide each teacher candidate with a letter that includes their expectations related to the following:
* Remember that you are a guest in your supervising school.
* Course instructors will provide each supervising practitioner with a letter that includes the same items as the letter to the teacher candidate as well as information on how to contact them.
* Teacher candidates will make the initial contact with the supervising practitioner at a time that is convenient to the supervising practitioners, if applicable.
* In addition to providing the supervising practitioners with their contact information, course instructors may attempt to contact supervising practitioners at least once during the semester, more often if needed.
* Teacher candidates are responsible for completing all required unit documents as well as any additional forms required by course instructors in order to receive a grade for the course. Teacher candidates will earn an incomplete if required unit documents are not complete.
* Teacher candidates must insure that all required unit documents are submitted to the Office of Licensure and Placement.
* If teacher candidates receive 2 or more scores of “1” on the disposition form, a departmental review is required.
* Once field-based activities/pre-practicum experiences have been completed, a thank you letter from the Dean of Education will be sent to each supervising practitioner
* It is imperative that complete confidentiality be maintained at all times. Under no circumstance shall comments, written statements, or photographs be made public or posted in any way, including technological formats, such as Facebook, Twitter, e-mail, etc.

*\*Please note: As a teacher candidate, you need to dress professionally for your field experience at all times, even when your school has “dress-down day.” Your students, their parents, administrators, and the greater community all need to trust that our teacher candidates are caring, ethical, skillful, and knowledgeable. Our outer appearance is their first indicator of these inner characteristics. Always think of prepracticum experiences as a job interview*. *9/11*

**Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Info\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**