

Field Experience 101

1. Read and sign the following forms: Code of Ethics; Confidentiality Form; EMS Insurance; Background Check must be completed and receipt turned into Field Experience Facilitator.
2. Meet FE liability insurance coverage and background check deadlines. Liability insurance expires every August 31. Buy your new coverage every fall semester. If you take your first practicum course in January, you will purchase insurance at that time, and again the following September. You will not be placed without proof of liability insurance.
3. You will be placed in schools that require transportation to get there. That is your responsibility.
4. How do I get my placement?
 - a. Check your email each day as you will be sent an email to your FDLTCC email with directions for obtaining your placement from Education Facilitator, Tara Graves.
5. What if my placement seems “odd”?
 - a. Please contact Tara Graves ASAP!!! 218.879.0701 tgraves@fdltcc.edu (email)
6. Contact host teacher within 48 hours of receiving placement.
 - a. CC your professor on your introduction email.
 - b. Your email should be professional! Do not say “Hey”. Use proper grammar, etc.
 - c. Your email should include your FACT SHEET as an attachment, so the teacher knows your Instructors’ expectations.

Fact Sheet downloads are available in D2L in teacher toolbox.
7. Will I get placed out of town?
 - a. Yes. State statute reads that you need multi-school experience.
8. I do not like where I am placed...
 - a. Every experience must be approached as a learning experience. Be thankful a principal is allowing you to be a guest in their school. Due to our rural location and small size, it takes.
 - b. Unless it is an emergency, your placement will stand.
9. I need to do all my hours at a school by my house or FDLTCC.
 - a. Our program requires you receive experience in multiple settings.
10. I need special hours, not the hours our class outlines.

a. The principal and host teacher agreed to the hours outlines by your professor. They did NOT agree to doing all hours in one week or only over a break. You are expected to conduct hours spread out on a scheduled basis.

11. I don't have a schedule that allows me to obtain my practicum hours.

a. Bring me your schedule during the first week of school. Together we will figure out what days/ and times will work.

b. It is in the Education Handbook that you would need to complete field experience hours. This is what you signed up for. You will need to make it work.

12. Can I miss other classes to do my field experience hours?

a. NO!

13. My situation is more important than the other FDLTCC students, so I need special expectations.

a. All FDLTCC students have situations and are important.

14. There are many students who need field placements each semester.

Be thankful to the school and teacher(s) are willing to host you. Learn as much as you can. Each experience in life offers an opportunity to learn something.

15. Wear appropriate clothes.

16. Show up when they expect you to be there.

17. Follow school rules.

18. Speak appropriately to students. Your role as a teacher candidate has power over the students in the classroom. Do not abuse that power.

19. Park in designated visitor parking areas. NO parking in bus loading zones, Special Ed entrance areas, etc!

20. Remember, teachers and principals are scoping you out to see if they want to work with you.

21. Remember, teachers are asked to fill out a dispositions survey evaluating your conduct. If you get a bad review, you must meet with the Education Facilitator and Coordinator before you will be considered for future placements.

The Education Facilitator and Program Coordinator will create an action plan for your success. A second negative dispositions report will result in ineligibility for future placements.

22. Your host school controls your access to its classrooms. At any time, your school can discontinue your placement.

23. If you are pulled from your placement, you cannot receive a passing grade in the class

24. You are always welcome to do more if your Host Teacher and principal agree, never do less.

25. Log into [watermark](#) to journal your field experience hours for each class.

Future Placement Information:

1. You will not be working a job during student teaching: Start saving
2. You will not be granted FDLTCC spring break during student teaching
3. You will not miss student teaching days for anything except illness or tragedy

