

Early Field Experiences Guidelines

The success of the Purdue University Teacher Education program is strongly based on its collaboration with schools throughout the State of Indiana. We are excited to have developed partnerships with many area teachers who allow pre-service teachers to visit their classrooms and aid significantly in the students' development into future educators. The purpose of these guidelines is to give students in the Teacher Education program general information about the placement process, the visitations, and expectations related to professionalism. For specific information about particular courses, please refer to the appropriate link on our Office of Field Experiences (OFE) website.

Placement Process

General

The OFE assists in the placement of more than 1000 early field placements each semester. Most placements are within a 45 mile radius of campus. The placement procedures vary depending on the particular block or course.

Block I (EDCI 205/285)

There are about 300 students enrolled in Block I each semester. Students are placed at approximately 25 different schools in the area. The distance to these schools ranges from 2 miles to 35 miles. Refer to the Transportation Section of this document. Placements are generally organized within each section so students may carpool. Each student has a 3-hour morning time block in his/her course schedule to allow for the field experience. Please note that occasionally alternate placement days/times are needed to accommodate teachers' schedules. Frequently students in Block I are placed in pairs. The early field experiences coordinator, in conjunction with the instructor, will determine the placements. **Please do not attempt to arrange your own placement.** Block I students receive their placement information from their instructor. If you have questions or concerns about your placement, please contact your instructor immediately. A sincere effort is made to place students in their particular field of interest. Students are required to attend the school site orientation (refer to this section of this document) and make a minimum of seven two-hour visits to the assigned school.

Block II (EDPS 235/265)

There are about 200 students enrolled in Block II each semester. Students are placed at approximately 25 different schools in the area. The distance to these schools ranges from 2 miles to 35 miles. Refer to the Transportation Section of this document. Placements are generally grouped together so students may carpool. Each student has a 3-hour morning time block in his/her course schedule to allow for the field experience. Please note that occasionally alternate placement days/times are needed to accommodate teachers' schedules. Most students are placed individually in classrooms. If you desire an alternate TIP day/time, please note this on your Block II information sheet. The early field experiences coordinator determines the placements. **Please do not attempt to arrange your own placement.** Block II students receive their placement information from the Block II coordinator via e-mail. If you have questions or concerns about your placement, please contact the early field experiences coordinator immediately. Students are required to attend the school site orientation (refer to this section of this document) and make a minimum of seven, two-hour visits to the assigned school.

Blocks III (EDCI 361/362) IV (EDCI 363/370) V (EDCI 364/365)

There are 4 sections of approximately 20-25 students. Each section is linked to one particular school. For most of these courses the students are placed by their instructor in groups of 2 or 3. Please note that in Block IV it is likely that a student may visit one school for EDCI 363 and a different school for EDCI 370. The school visitation time varies with these courses.

Secondary Methods Courses

Students enrolled in methods courses at the secondary level are placed by their instructor in local schools. The school visitation time varies with these courses.

Transportation

Students are responsible for transportation to and from all school sites. Some of the schools are on a bus route. Most students carpool with other students.

Limited Criminal History Check

Some school corporations require early field experience students to complete a limited criminal history check. Your instructor or the placement coordinator will notify you if the school where you are placed requires a limited criminal history check. The following corporations currently require one: Benton Community School Corporation, Diocese of Lafayette Catholic Schools, North White School Corporation, and West Lafayette Community School Corporation.

School Site Orientation

Most Block I and Block II schools host a mandatory orientation session hosted by a school administrator prior to the first official classroom visit. The purpose of this orientation is to make students more familiar with the school and the various procedures within the school setting. Students are expected to learn about their host school prior to this orientation. These meetings will provide the opportunity to ask questions or clarify procedures. If you are not able to attend your orientation because of a schedule conflict, please let your instructor (Block I) or TIP supervisor (Block II) know.

Professionalism

Whenever a student has a TIP, he/she is required to sign the professionalism agreement (a link to this document can be found on our website). This agreement addresses confidentiality, attendance, promptness, demeanor, appearance, and appropriate communication. A failure to comply with these standards may result in a disposition assessment form and/or placement termination.

The following guidelines are intended to help you achieve success:

- Write a professional letter of introduction as required
- Arrive early and stay through your designated time
- Notify your cooperating teacher, the school and TIP supervisor of any absence
- Dress appropriately for the school environment
- Clarify questions regarding dress at the orientation
- Sign in at the main office and wear your Purdue ID (or school ID) at all times
- Respect student confidentiality
- Do not disturb the class by engaging in conversation with your colleague
- Leave your computer, cell phone and other electronic communication devices in your vehicle
- Show enthusiasm
- Initiate a conversation with your cooperating teacher regarding how to be an active participant
- Secure cooperating teacher advance approval of all lesson plans
- Develop a professional relationship with students
- Ensure that you restrict access to your personal social networking sites (e.g. facebook, My Space, etc.)
- Write your cooperating teacher a "Thank You" letter