

Level III Field Experience Procedures

1. Instructors and/or Director of Field Services will brief all students on field experiences expectations and requirements in class.
2. Students complete a hard copy of current semester's class schedule during first week of class and submit it to the instructor or the Director of Field Services. [not required for all courses]
3. Director of Field Services will make placements at selected school sites and distribute placement information through instructors and/or email.
4. Students contact the assigned cooperating teacher by email if possible to make arrangements for first visit and to discuss field experience goals and expectations before visiting. (See Level III Assignment Checksheet for Elementary Block or K-12/Secondary Block)
5. Dates for the Level III block field experience are determined by instructors and the Director of Field Experiences. The Elementary Block requires full days for 2-3 weeks, and the K-12/Secondary Block requires a modified two-week block. (*extensions beyond the assigned time may be required if absences occur during the block*).
6. Complete the field experience assignments identified on the Assignment Checksheet. (See Level III Course Assignments on the Field Experience web page - <http://www.departments.dsu.edu/educate/fieldExp.asp>)
7. Maintain the Field Experience Timesheet on the database throughout the block field experience. (see Data Entry Guidelines) Students may print out timesheets for their own records.
8. Assigned University Supervisors will review timesheets and verify successful completion of the block field experience assignments to the Director of Field Services. Any additional assignments identified on the Assignment Checksheet or any of the course syllabi will be evaluated by individual instructors.
9. Cooperating teachers will complete a student evaluation form and a program evaluation form.