

To: Educators Working with ED300 Students

From: Monica Peterson (course instructor)
Department of Teacher Development

Subject: ED300 Field Experience Expectations—20 Hours

Thank you for agreeing to share your experience, knowledge, and time with a university student who is considering the teaching profession. The goal of this 20-hour field experience is **not** limited to observation; rather, the student should be involved as much as possible in your classroom/subject area environment to gain a better understanding of the role of an effective educator. **The following list offers ways of involving this student in your classroom/subject area environment:**

- Introduce the student and let them talk with your class briefly.
- Discuss your role, curriculum issues, management, school rules and procedures, ethics, rights, etc., with the student.
- Provide opportunities for the student to be involved--**monitoring individual work or class activities, working with small groups or individuals**, correcting papers, etc.
- Have the student **teach small parts of lessons**, i.e., introductions, directions, closure.
- Allow the student the chance to **prepare and teach one or more mini-lessons** or do a demonstration--this should be included in the experience if at all possible.

Because SCSU has individualized placements where students schedule their field time with assigned teachers, I am unable to visit students at the field site. If you have any questions or concerns, please do not hesitate to e-mail (mmpeterson@stcloudstate.edu) or phone me at 320-308-4847. **It is important that any concerns are addressed as soon as possible so that the student can correct them.**

The **evaluation rubric** should be completed at the end of the field experience. Please rate the student honestly as we want to provide remediation (indicated by your circling 2's and 1's) if needed to help students progress and become quality teachers. Students are required to share their field ratings in other field sites.

- **Fill in the total number of hours the student spent working with you, and sign your name in ink under that figure—20 hours are required!**
- **Also sign your name in ink in the space provided under the evaluation rubric.**
- **Give the completed form to the student on his/her last day.**
- **Review your evaluation with the student so he or she is aware of areas of strength and areas that need development.**

Your support of and participation in the teacher preparation program at St. Cloud State University is highly valued. Field experiences are critical to student growth, and the students are so grateful for this first field! Thank you so much for sharing your time and expertise with our secondary education student/s.