

Field Experience Guidelines Student Role/Responsibilities

Field experiences are a wonderful privilege and provide opportunities for students to grow in the ability to become an effective teacher. ***Practice courtesy and thoughtfulness at all times.***

1. **Schedule field experiences** with the Education Office.
2. Remember that the **appointments you make cannot be changed**. They must be fulfilled.
3. **Do NOT contact the individual school or teacher concerning field experience issues unless directed by the Education Office to do so.** All matters pertaining to field experiences, including adjustment of scheduled time, must go through the Education Office (ext. 4756), and they must be reported in a timely fashion.
4. **Practice punctuality and regular attendance.** It is vital that you arrive on time for the appointments made. You will be evaluated on your promptness and attendance. Remember that you are representing SAGU!
5. Assist the classroom teacher in any duties assigned and offer help when the opportunity arises. Document ALL forms of interaction with students and/or classroom tasks on the Verification Sheet.
6. **In the event of serious illness or unavoidable emergency** which makes it impossible to fulfill an appointment, **notify the Education Office** so the scheduled school can be notified in a timely manner.
7. **WEAR YOUR SAGU ID** card as a nametag at all times while on a school campus.
8. **ALWAYS SIGN IN** at the school office when you arrive and **SIGN OUT** when you leave.
9. Know and follow the rules, regulations, policies, and **DRESS CODE** of *SAGU*, the *school you are visiting*, and the *classroom you are in*. **DO NOT** text or use cell phones while observing.
10. Always exhibit courtesy and professionalism.
11. Complete the Field Experience Verification Form each day prior to the conclusion of the classroom visit. **Before leaving the classroom**, secure the signature of the classroom teacher to verify the information and THANK the supervising teacher. Do NOT interrupt class to have the teacher sign the sheet.
12. At the conclusion of the observations, the **original copy** of the Field Experience Verification form(s) should be submitted to the Education Office for placement in your permanent file in compliance with TEA requirements.

NOTE: The verification of observation hours will be sent to the appropriate SAGU instructor at the end of the semester. However, your instructor may require you to submit a copy of your Field Experience Verification form to him/her for verification.