

Elementary Teacher Education Student Responsibilities

Elementary Teacher Education students are expected to perform the following responsibilities during their field experiences.

- Notify your field instructor if you are going to be absent from the student orientation. It is your responsibility to designate a person to pick up materials for you and relay important information to you.
- Be present at your assigned school on every scheduled field experience day. Arrive in sufficient time to plan with cooperating teacher (at least 15 minutes before classroom students arrive).
- Remain at the assigned school for the full school day (at least 15 minutes after students leave).
- Follow the procedures of signing in/out set by the supervisor of the school. Attendance records may be submitted to the course instructor to be considered in the student's final course grade.
- Contact your supervisor(s), your field instructor, the cooperating teacher, and your partner as soon as possible if you will be late or absent due to an illness or emergency. **All absences must be made up.** Academic deadlines are not acceptable emergencies. Your placement sheets have telephone numbers that are needed.
- Discuss schedule changes with your supervisor, cooperating teacher, and course instructor in sufficient time so that classroom activities are covered.
- Follow the rules and procedures of the cooperating school.
- Discuss lesson plans with the cooperating teacher **before** they are submitted to the course instructor.
- Submit final approved lesson plan copies to your cooperating teacher and supervisor **at least one day** before you are scheduled to teach or **you may not be able to teach** on the scheduled day.
- Be fully prepared when you arrive at school for each teaching assignment. This includes any materials and/or supplies. Request materials and supplies in advance to insure their availability. Return all materials and equipment promptly. Do NOT expect to make copies the morning of your lesson.
- Be sensitive to paper shortages and supplies in your building and with your cooperating teacher. Be responsible for copying your lessons and materials needed for your lessons **outside** of your assigned school.
- Write observations and field notes sensitively so that they in no way can be construed as evaluations or judgments, but only as descriptions of what was observed. Always be willing to have field notes and journals accessible to your cooperating teacher and all personnel involved in the practicum.
- Hold all information in confidence concerning learners or others as directed.
- **Be actively engaged** in the classroom at all times. If you are not teaching lessons or observing your cooperating teacher and students, you should be involved with the students

and not sitting and talking with your partner, working on future lessons, or completing other college work.

- Dress appropriately and professionally. For example, do not wear jeans, shorts, mini-skirts, sweat clothes, bare midriffs, hats, excessive make-up, cologne, jewelry, gum chewing. **Be aware of the dress code of the school.**
- Wear UD student identification badges at all times in the school building.
- Show respect and empathy for all people at your site: cooperating teachers, children, supervisors, school personnel, and other pre-service teachers. They (and we) all have a very complex job to do.
- Attend all Vertical Model Meetings.
- Keep cell phones turned off so that you are not talking and texting. Do not engage in personal use of the internet during the student day for any reason.
- Show initiative, such as by saying to the cooperating teacher, “Is there anything that I can do?”

Preparation for the field experience includes attending university classes regularly and completing course assignments. If you fail to do this satisfactorily or to complete the above responsibilities, then you may not be permitted to participate in the field experience that semester.