

Elementary Teacher Education Student Responsibilities

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

- Notify your field UD instructor if you are going to be absent from the methods student orientation held prior to the field experience weeks. It is your responsibility to designate a person to pick up materials for you and relay important information to you. It is also your responsibility to carefully review the information shared on the methods website!
- **Prior to beginning your field experience**, arrange a meeting with your methods partner. Discuss your work preferences, personalities, schedules, and share contact information. Take the productivity quiz and compare the outcomes. <https://hbr.org/2015/01/assessment-whats-your-personal-productivity-style>. Talk about how you will compromise and work respectfully TOGETHER!
- Be present at your assigned school on every scheduled field experience day. You are expected to keep the **mandated teacher hours** as dictated by the school/district. Arrive in sufficient time to plan with your clinical educator.
- Remain at the assigned school for the full day.
- Follow the procedures of **signing in/out** set by the UD field instructor at the school.
- Contact your UD field instructor the clinical educator, 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.
- Discuss schedule changes with your UD field instructor, clinical educator, and course instructor in sufficient time so that classroom activities are covered.
- Follow the rules and procedures of your assigned school.
- Discuss lesson plans with your clinical educator before they are submitted to your course instructor when possible.
- **Submit final approved lesson plan copies to your clinical educator** 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 clinical educator. Ask about copying procedures in the building and make arrangements to copy necessary materials outside of school if necessary.
- **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 clinical educator and all personnel involved in the practicum.
- Hold all information in confidence concerning your students.
- **Be actively engaged** in the classroom at all times. If you are not teaching lessons or observing your clinical educator, students, or partner, you should be involved with the students.
- **Dress appropriately and professionally.** For example, do not wear jeans, shorts, mini-skirts, sweat clothes, bare midriffs, hats, excessive make-up, cologne, and jewelry. Refrain from gum chewing. Establish a positive presence in the school.
- Wear UD identification badge at all times in the school building.
- Show respect and empathy for all people at your site: clinical educators, children, supervisors, school personnel, and other pre-service teachers. They (and we) all have a very complex job to do.
- Keep cell phones turned off so that you are not talking or texting. Do not engage in personal use of the Internet during the student day for any reason.
- **SHOW INITIATIVE!** Ask your clinical educator daily and often, “Is there anything I can do?”

Preparation for the field experiences includes attending classes regularly and completing all 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.