

Field Experiences

See also the "Field Experience Guide"

- 1. Can I use field experiences that I document over the summer or in the J-term?** No. Field experiences that are not concurrent with a course may be important experiences. However, all fieldwork must be concurrent with a licensure course to be verified by a professor. It is essential for fieldwork to be in classrooms during a regular school attendance day to fully prepare for student teaching. Student teachers are given special instructions for documenting their student teaching hours that begin in August or January. See #17 for information on fieldwork that begins during a semester and continues a few weeks after the term is over.
- 2. How do I document ESL/Bilingual hours?** All ESL/Bilingual hours must be documented separately from all other field hours.
- 3. Can tutoring field hours with English language learners be used for the 100 hours needed to earn the ESL endorsement?** No. Teacher candidates earning the ESL endorsement should be in classroom settings in which several students are identified as English language learners (LEP on the school report card). The requirement is 100 clock hours or three months teaching experience with ESL students. All documentation of ESL endorsement hours must be concurrent with completion of the ESL courses.
 - Tutoring experiences may be used if they are part of an assignment in an ESL endorsement course.
 - The 100 hours of ESL experiences may NOT overlap with other course fieldwork and may be a combination of observation and participation. However, the majority of hours should be participatory with students identified as LEP and clearly documented on FEVs and the field spreadsheet.
- 4. I work in a school setting, can I document field experiences at work?** You may not document any hours as fieldwork if you were compensated. Some paraprofessionals seeking licensure have arranged to use non-paid time to observe and participate in their schools. This would be a unique situation (see #13).
- 5. Can I complete field experiences in the school district that I attended or in which a member of my immediate family attends?** No. Professional conflict of interest is clearly defined in POLICIES & PROCEDURES and the FIELD EXPERIENCE GUIDE. Hours that represent a professional conflict of interest may **not** be recorded on the field experience spreadsheet unless part of an organized course activity.
- 6. Can I use after-school volunteer activities as field hours?** Up to 25 hours of combined after-school and travel courses involving teaching may be used. These hours must be documented on FEVs.
- 7. Why do I need an FEV for all field experiences on the spreadsheet?** The FEV is the official form for documenting and verifying the diversity of fieldwork, the type of fieldwork (observation v. participation), specific dates of the fieldwork, and the licensure course to which the fieldwork was concurrent.
- 8. Where do I obtain a Field Evaluation and Verification form?** These forms are available from your instructors in licensure courses as well as in the Department of Education.
- 9. May I combine course hours on the same Field Evaluation and Verification form?** A separate FEV should be completed for different courses, so hours during the same term should be divided among the FEVs. Course instructors will explain if they require a separate form per assignment or one form for the entire course.
- 10. Are there any districts that have special requirements for field experiences?** Several local school districts have notified us of specific requirements. For example, all field experiences in Elmhurst School District #205 must be arranged through the Department of Education Satellite Program. Schaumburg School District #54 has an on-line

application process for observation/clinical hours. Berkeley School District #87 does not allow videotaping and requires an FBI background check for **all** clinical students. Course syllabi outline the most up-to-date district requirements. If you have a question about district requirements contact: Ms. Judith Kaminski, Director of the Satellite Network Program, in the Department of Education.

- 11. What are the requirements for student teaching placements?** Basic requirements for student teaching include a public school within a 25-mile radius of campus, which is not a professional conflict of interest, and must be completed under the active supervision of a cooperating teacher who is licensed and qualified to teach in the area, has a minimum of three years of teaching experience, has received a proficient or above performance rating in the most recent evaluation, and who is directly engaged in teaching subject matter or learning activities in the area of student teaching. All placements must be approved by the school district and the program director.
- 12. Why is it a conflict of interest to complete field experiences in my “home” school district if I did not attend the school?** This requirement provides for more diversity of field experiences. A teacher candidate who attended a district, completed field hours in that district, and then student taught in the district will not be viewed by employers as having breadth of experience. See question #13 if your “home district” is very large and might represent an exception to this requirement (e.g., Chicago Public Schools).
- 13. What does the “Student Teaching Pre-Participation” column mean on the spreadsheet?** This subtotal includes all participation experiences in local classrooms (within 25 miles of campus) in which the Department of Education could request a student teaching placement for you. This subtotal helps you and your program director monitor how many hours have been completed in potential student teaching sites.
- 14. Why is there a 100-hour field experience requirement?** The requirement is part of the accreditation for all 20 teacher education programs at Elmhurst College. One program, Music Education, has been accredited with a 150-hour requirement. All other programs have the 100-hour requirement. This requirement could change as part of re-accreditation.
- 15. I know where I want to student teach. How do I get an official placement?** All student teaching placements must be requested directly by the Department of Education to the School District. Therefore, you will be asked to indicate potential student teaching sites on your application for a student teaching placement, which is required one year in advance of student teaching.
- 16. Who can authorize field experiences (e.g., accept prior field experiences from another college; approve unique experiences)?** Only the program director may accept up to 10 hours of prior field- work and determine if the hours are observation or participation, or a combination. Only the program director may approve fieldwork that does not follow the published requirements or represents unique exceptions. No director may approve fewer than the 100-hour minimum requirement (80 participation; 40 diversity).
- 17. Who are the program directors?** Program directors are:
 - Early Childhood Education Dr. Linda Dauksas
 - Elementary Education Dr. Debbie Cosgrove
 - Special Education..... Dr. Lu Doty
 - Secondary Education, including K-12 Art, Music, & PE Dr. Theresa Robinson
- 18. Who can I contact if I have general questions about school district requirements, criminal background checks, etc.?** Ms. Judith Kaminski, Director, Satellite Network & Student Teaching, 630-617-3546, judithk@elmhurst.edu.
- 19. How do I record field experiences that continue after the term ends?** Complete an FEV and ask the instructor for the course the previous semester to verify it. Course instructors will only verify field hours that would have been appropriate for their courses. See also question #14.