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## **Teacher Education Field Experience Office Policies and Procedures for Graduate Students:**

The Teacher Education Field Experience Office is here to support and facilitate the coordination of field experiences for College of Education students who are seeking New York State initial certification. There are three phases of field experience: Education IMPACT (EI), Teaching Assistantship (TA), and Student Teaching.

There are NU office personnel tasked with helping to facilitate the coordination of these placements in conjunction with school districts/boards. However, there are exceptions in which the coordination of placements is a direct responsibility of the teacher candidate, with the Field Experience Office as a support in the process. As our teacher education programs are fully online, the region each candidate resides in has the potential to be a great distance from campus. The information and expectations outlined below are intended to clarify the required process for all three phases.

### **Phase One: Education IMPACT (EI)**

1. Teacher Candidates are required to complete an Education IMPACT application on [myNU](#) once fully registered for courses. Disregard information regarding the days of placement as you will be coordinating that with the classroom teacher according to your availability and his/hers. Please use the notes section on the application to state the need for a special request form (if you are coordinating your own placement).
2. Required number of field experience hours: Full-time - 75 hours, Part-time - 40 hours
3. These hours must be completed within your teacher education program (i.e. B-6 program area = grades PreK/Jk-grade 6 classroom settings; 5-12 content program area = grades 5-12 content classroom settings). Teaching experiences completed before entering the teacher education program *do not* count toward these required hours of field experience.
4. **Niagara/Erie County region candidates:**
  - a. The Field Experience Office will coordinate the placement(s) for you unless the candidate completes a special request for a private placement.
5. **Out of area candidates:**
  - a. The candidate will be responsible for coordinating the placement(s).
  - b. Contact the Human Resources department in your local school district to determine who is the appropriate person to help facilitate placements.
6. **Canadian candidates:**
  - a. The candidate will be responsible for coordinating the placement(s).

- b. The school boards will expect candidates to refer to this as a “**volunteer**” placement so candidates need to use the correct terminology to receive positive responses. Most school boards are willing to accommodate “**volunteer**” opportunities, but some are not. **One school board which does not participate with NU is the Upper Grand District School Board. They require WSIB insurance, which is not possible for colleges and universities outside of Ontario.**
- c. Canadian candidates are welcome to come over the border to complete an EI placement and the Field Experience Office will coordinate that for you. Please note that you will need to obtain a VISA and register for a specific face-to-face section of EDU 681 PA for this placement. If not, you will be responsible for coordinating the placement(s).

### **Phase Two: Teaching Assistantship (TA)**

1. Teacher Candidates are required to complete a Google Form providing information about their need for support in obtaining a TA placement. This will be sent to your NU email address by the coordinator of this phase of field experience near the end of the semester you began the program.
2. Required number of field experience hours: Full-time - 75 hours, Part-time 40 hours
3. These hours also need to be completed within your program area (as stated in the previous section).
4. **Niagara/Erie County region candidates:**
  - a. The Field Experience Office will coordinate the placement(s) for you.
  - b. You will need to respond in a *timely manner* to the Google Form that will be provided for you to give pertinent information to the Field Experience Office in coordination of these placements.
5. **Out of area candidates:**
  - a. The candidate will be responsible for coordinating a placement.
  - b. Contact the Human Resources department in your local school district to determine who is the appropriate person to help facilitate placements.
  - c. You will need to respond in a *timely manner* to the Google Form that will be provided for you to give pertinent information to the Field Experience Office for record keeping purposes and to confirm placements, if needed.
6. **Canadian candidates:**
  - a. The Field Experience Office will coordinate the placement(s) for you.
  - b. You will need to respond in a *timely manner* to the Google Form that will be provided for you to give pertinent information to the Field Experience Office in coordination of these placements.

### **Phase Three: Student Teaching**

1. Teacher Candidates are required to complete the Student Teaching application by the deadline stipulated in the Student Teaching Information Packet that will be sent out from the Field Experience Office sometime during the semester before student teaching. There will be a link for both US and Canadian applications so choose accordingly.

2. Duration of time for student teaching: 14 weeks (you will either have two 7-week student teaching placements or one 14-week student teaching placement). This will be dependent on whether or not you are able to complete 50 hours of field experience in both of the certification areas you will be applying for with the New York State Education Department. The breakdown for these placements are as follows:
  - **B-6:** 7 weeks in a PreK/Jk-grade 2 class and 7 weeks in a grade 3-6 class or 14 weeks in one grade Prek/Jk-grade 6 class (if the NYSED specification of 50 hour of field experience in both content areas has been met)
  - **5-12 Content: US:** 7 weeks in a grade 6-8 content area specific class and 7 weeks in a grade 9-12 content specific class or 14 weeks in a grade 7-12 content area class (if the NYSED specification of 50 hour of field experience in both content areas has been met)
  - **5-12 Content: Canadian:** 7 weeks in a grade 7/8 content specific class and 7 weeks in a grade 9-12 content specific class for only teachable one; 7 weeks in a grade 9-12 content specific class in teachable one and 7 weeks in a grade 9-12 content specific class in teachable two; 14 weeks in a grade 9-12 content specific class in teachable one (if the NYSED specification of 50 hour of field experience in both content areas has been met)
3. The Field Experience Office will coordinate placements for candidates who are in the Niagara/Erie county region and within certain regions of Ontario. Out of area candidates in both the US and Canada will need to make direct contact with school districts/boards in your geographic area to find out the process required for coordinating student teaching placements. If the district or board requires contact with the Field Experience Office, you may provide them that information and we will follow up with them. **The Field Experience Office will be working in conjunction with the school districts/boards on student teaching placements, as we follow their policy for coordination of placements at this level. Teacher candidates are not to reach out directly to schools unless you are “out of area” and have to establish contact to find out the process.**
4. The Field Experience Office will notify you via email when the placement coordination process is complete. Once placements are confirmed between the school district/board and NU, they will not be changed unless it is a case of an extreme emergency (i.e. a geographical move from one region to another that prohibits the ability to attend the original placement).

#### **FAQs about the Field Experience Process:**

1. Can I make a special request for any of the three phases of field experience if I have a school and teacher willing to host me?  
**Yes and no. You can make a special request for both EI and TA placements. The coordinator of EI and TA will provide you with a form to complete in order to do so. This form can also be completed for “volunteer” placements. It will need to be**

**returned to the coordinator of these placements so that it can be recorded in our Field Experience database to ensure you are on track to student teach and graduate when the time comes as well. These completed forms can be uploaded to the Field Experience Canvas course you will be given access to within the beginning of the program. For student teaching, there is no Special Request form, but you can provide information regarding a specific school and/or teacher in the Student Teaching Application and the coordinator of Student Teaching placements will request it on your behalf, although it is not a guarantee that the school district/board coordinator will honor it.**

2. Can I attend my EI or TA placement anytime I want or does it need to happen on specific days and times?

**You can attend whenever it aligns with both yours and your host teacher's schedules. You simply need to complete the required number of hours within the semester.**

3. Does the teacher need to complete anything to agree to host me?

**The teacher only needs to complete a form to agree to host you if the school district/board requires it. He/she will need to complete one evaluation of you at the end of the EI and TA placements. There will be three evaluations to complete during student teaching for each 7 week period.**

4. Does the teacher need to be NYS or OCT certified?

**Yes and no. Yes for student teaching, but not for EI nor TA field experiences.**

5. Who do I contact if I have a question about any phase of field experience?

**There are coordinators for each phase of field experience. Ms. Tasheena Brundidge is the coordinator for Education IMPACT and Teaching Assistantship US placements. Ms. Erika Edwards is the coordinator for Teaching Assistantship Canadian placements and all Student Teaching placements. You will find both of their email addresses and phone numbers at the end of this document.**

6. Where do I receive the timesheet to track my hours for EI and TA field experiences?

**Those documents can be found in the Teacher Education Field Experiences Canvas course under "files".**

7. Where do I submit the completed special request form and timesheet for EI and TA when completed in each of those semesters?

**Those can both be submitted as "assignments" in the Teacher Education Field Experiences Canvas site. You will find the assignment designated for the semester in which you are completing those field experiences and upload there.**

8. Can I complete my hours in different schools? The same school?

**You can complete your field experience hours in different schools or the same school. Different schools give you the opportunity to see different learning environments and teaching styles. It is also encouraged that you make every effort to complete a placement in a high needs environment. To satisfy a NYS certification requirement, of the 150 hours of field experience hours you will complete before student teaching needs to be working with students with disabilities. There is a separate document attesting to the completion of those hours. This too can be uploaded in Canvas where designated.**

9. Can I student teach in Canada if I am a US candidate?  
***No, not unless you have dual citizenship or are married to a Canadian citizen and have it cleared with Homeland Security.***
10. Can I student teach in the US if I am a Canadian candidate?  
***Yes, you can complete one student teaching placement in the US, both placements in the US or both placements in Canada.***
11. Can I student teach in the same school district/board for both 7 week placements?  
***Yes, you can.***
12. Will I have a field supervisor for all three phases of field experience?  
***No, you will have a field supervisor for the student teaching semester only.***
13. Will I be required to track my hours for student teaching like I will for EI and TA?  
***No, EI and TA are part-time field experiences while student teaching is full-time, 5 days a week for a full 14 weeks in the semester. You will follow a designated Student Teaching Calendar, which will not be the same as the NU calendar, but more closely resemble the P-12 school calendars, as you will be completing student teaching in those environments.***
14. Will I have access to the evaluations the teacher completes for me in the three phases of field experience?  
***Yes, they will be submitted to our electronic portfolio platform called Chalk & Wire (Anthology). You will have an account of your own to view them as they are submitted by the host teachers and for your record keeping. Note to Canadians: Ontario school boards request copies of these so be prepared to provide them when you are applying for teaching positions upon graduation.***
15. Will I be required to complete fingerprinting before going out to the schools for any phase of field experience?  
***If you are a US student, you will need to be fingerprinted before student teaching, as many districts check for this requirement before confirming placements. If you are Canadian, you will need to get a Police check before any of the three phases of field experience as it is required before you will be allowed into any of their schools. Fingerprinting can wait until it is time for you to seek certification at the end of student teaching and needs to be completed in the US as it is not an option in Canada.***
16. Will I be required to complete certification workshops before student teaching?  
***You are not required to do so, but it would be helpful if you complete them so you are not scrambling to complete multiple certification requirements upon completion of the program. It is something you will be provided more information about when the time comes in the program.***
17. Will I need a TEACH account before student teaching?  
***You will not need it to student teach, but it would be a good idea to set it up so that it is one less thing you have to do at the end of the program. It is free and easy to do.***
18. Who do I contact regarding anything to do with certification?

***The certification officer will reach out to you with information regarding all things certification. Her name is Ms. Danielle Jackson and you will find her contact information below.***

19. Do we have to take any other courses during the student teaching semester like all the other semesters in the program?

***The student teaching semester is completely different in structure from the first two semesters. You will be following a different calendar, which will be provided for you the semester before student teaching, and you will be registering for a Professional Seminar course as well. The days and times for the professional seminar course will be outlined on the student teaching calendar that will be provided for you. Please do not make vacation plans that may interfere with the start of the student teaching semester. It typically begins the week before the rest of the university, but at time begins at the same time. Anytime missed from either student teaching or professional seminar can adversely affect your ability to be successful in this program.***

20. How do I reach the Field Experience Office?

- The Field Experience Office is in the Academic Complex Room 222
- The Coordinator of Education IMPACT and US TA placements is Ms. Tasheena Brundidge, who can be reached at [tbrundidge@niagara.edu](mailto:tbrundidge@niagara.edu) or (716) 286-8683
- The Coordinator of TA placements in Canada and all of Student Teaching is Ms. Erika Edwards, who can be reached at [eedwards@niagara.edu](mailto:eedwards@niagara.edu) or (716) 286-8574
- The Certification Officer is Ms. Danielle Jackson, who can be reached at [djackson@niagara.edu](mailto:djackson@niagara.edu) or (716) 286-8545
- The Director of Teacher Education Field Experience is Ms. Tracia McKissic, who can be reached at [tlm@niagara.edu](mailto:tlm@niagara.edu)