Field Experience General Expectations for UNCW Students

1. **When you receive your placement, please contact your school immediately.** The school site coordinator (our main contact at the school) will be listed in MySeaport and she/he will provide your classroom assignment(s).

   - If the site coordinator has entered your assigned teacher information in MySeaport, please contact your assigned teacher(s) directly.
   - If the site coordinator is listed but not your assigned teacher, please contact the site coordinator to request your assigned teacher information.
   - Please compose all emails in a professional manner. Remember that it is your responsibility to get in contact with the site coordinator and/or teacher, and you may have to contact them more than once. Teachers are not generally available to take phone calls during the day so it is recommended that you call at the end of the day or leave a voice message, if needed.
   - Students may be dropped from their courses if they do not make contact with the site coordinator and/or teacher within one week after receiving the placement.

2. **You are expected to begin your field experience immediately and attend consistently throughout the semester.** It takes time to make the initial contact and to set up a schedule for your visits, so it is important to get started right away. Once you have arranged your visits with the classroom teacher, you are expected to maintain your schedule and arrive prompt and prepared for each visit. Changes should only be made in the event of an extenuating circumstance and you must notify your teacher as soon as possible if you will be absent.

   - If you wait until the last few weeks of the semester to fulfill your field experience requirements, there is no guarantee that the school and/or partnership teacher will still be willing or able to accommodate you for your remaining requirements/hours.
   - Ms. Glowa, Field Experience Coordinator, is available to assist students with schedules, if needed. Please know that accommodations will not be made for students who are not able to complete their field experience hours due to poor communication or lack of scheduling.

3. **In preparation for virtual field experience placements, please make careful note of the following:**

   - You are required to create a professional GMAIL email account. Please share this email address with your assigned teacher so that she/he can add you to their virtual learning platform. (Teachers are unable to add you to their virtual classroom using your UNCW email address.) The email must include your first and last name so that schools can know who is accessing the learning platform. If your first and last name is taken in creating the account, you may add UNCW to the email address as a possible solution. (Examples: stephanieglowa@gmail.com or stephanieglowaUNCW@gmail.com)
   - Your assigned teacher must be present during ALL student interactions. No one-on-one or small group student meetings are permitted, unless your teacher is present at all times. You are prohibited from sharing contact information with students.
   - When participating in virtual visits (e.g. Zoom), please be sure to test your video and sound prior to your visits. It is imperative that there are no distractions or inappropriate surroundings during any point in your virtual visit. Always MUTE upon entering a Zoom, Microsoft Teams, or other virtual classroom.
   - Please confirm with your assigned teacher which virtual learning platform they are using for their class and familiarize yourself with this platform.
4. **Professional attire is required for ALL field experiences (including virtual and face-to-face placements).** You are now in the role of teacher and your dress needs to reflect this new professional role. Unprofessional dress will not be tolerated by our public school partners nor the Watson College of Education. Principals will ask you to leave the school or virtual classroom if your attire is not appropriate. Most school systems in our area have tightened the dress code for teachers and you are expected to maintain these same standards. The following attire is NOT acceptable:

- Jeans, including denim in colors other than blue
- Leggings or other form fitting spandex
- Shorts
- T-shirts/Hoodies
- Tank tops or spaghetti straps not covered by an outer garment (no exposed shoulders)
- Skirts that rise above the knee when seated
- Flip flops or tennis shoes (closed-toed shoes are strongly recommended)
- Exposed cleavage or midriffs
- Any attire that is excessively tight, revealing, obscene or disruptive to the learning environment
- Any clothing that promotes alcohol, tobacco and controlled substances or displays profanity or sexual words and symbols
- No jewelry pierced through the nose, tongue, cheek, lip or eyebrow, or excessive earrings
- Exposed tattoos

5. **For approved face-to-face placements only: You are expected to provide your own transportation** to your field experience. You will be given the opportunity to indicate 2 county preferences for placements. Please know that placements are not always available within walking distance of the university, your home, or place of work, and it is your responsibility to arrange transportation to any placement assigned by the Professional Experiences Office.

6. **You are establishing your professional reputation as you complete your field experience.**

   - Please ensure that all communication with your teacher(s) and students is respectful and appropriate.
   - You are expected to carefully monitor all social media sites to ensure that you are representing yourself in a professional manner.
   - Refrain from online activities inappropriate for education professionals. Please be reminded that the internet is largely unregulated and personal data can be viewed, stored and disseminated without your permission. Internet use carries no right or expectation of privacy.
   - For face-to-face experiences, any use of laptops or electronic devices is not permitted unless prior approval is given by the partnership teacher.
   - Cell phone use, including text messaging, is not permitted at your placement site/school.
   - Be aware of allergies and sensitivities to perfume, colognes and cigarette smoke.

7. **All lesson plans must be submitted to your partnership teacher for approval.** If your requirements include teaching lessons, you must submit lesson plans in a timely manner to your teacher so that she/he can offer suggestions and ensure that your lesson will support and fit the curriculum being taught in the classroom at that time.

8. **For approved face-to-face placements only: It is very important that you sign in at the main office as a school visitor and put on a nametag** at the start of every visit so that all school personnel know who you are and why you are there.

   - You must return to the main office before leaving the school to sign out after each visit.
9. You will be provided with a Field Experience Verification Log so that your assigned teacher can electronically sign off on your hours after each school/virtual visit.

   - Directions on how to upload your FE Verification Log to Google Docs and share with your assigned teacher and UNCW course instructor(s) is posted on the FE website under “Placement Materials” and will also be included in your field experience packet.
   - Please be sure to send your course instructor your final FE verification log at the end of the field experience for their confirmation of your hours.

10. Please understand that it is a violation of school system policy to record or photograph students in the pre-K-12 settings without permission. If your course requires video, you must have secured the permission of all parents in your field experience classroom.

   - The Permission to Videotape for Field Experience Courses form is posted on the FE website under “Placement Materials” and will also be included in your field experience packet.
   - If recording, with permissions, you will record from your device and upload to the secure Microsoft Stream app. Be sure that you have followed all WCE directions for recording. A handout with directions is also available on the FE Website and in your field experience packet.

11. Know the requirements for each of your field experience courses and be able to articulate them to your partnership teacher. It is your responsibility to keep track of your hours/field experience requirements throughout the semester.

   - If you have any questions regarding your field experience requirements, please contact your course instructor(s) directly for guidance.
   - You are expected to maintain close communication with your partnership teacher to ensure that you are able to complete your requirements over the course of the field experience timeframe.

Please contact Ms. Stephanie Glowa, Field Experience Coordinator, with any questions or concerns throughout the semester at glowas@uncw.edu or (910) 962-3086. Please note that the Professional Experience Team is working remotely during the fall 2020 semester, but we are available via email, phone, or Zoom meetings, as needed.

Best wishes to you as you complete your field experience!