

EDU 302: Foundations of Education Field Placement Tasks

Following are the specific expectations of the internship for Education 302. These students are also accountable for responsibilities described more generally in the Cooperating Teacher's Handbook found in this packet.

Interns must complete a MINIMUM of 40 clock hours in the field for this portion of the Strategies course at the assigned placement. The intern is responsible for submitting his/her initial and final paperwork to the clinical faculty.

The initial paperwork includes a copy of the following:

1. Contract
2. Contact information sheet
3. Waiver Form

The final paperwork includes:

1. Completed hours log signed by the cooperating teacher
2. Final evaluation completed by the cooperating teacher which has been discussed with the intern

Log of Hours

Interns must leave the log of hours form with the cooperating teacher during the semester. The cooperating teacher must verify that the hours logged accurately reflect the hours the intern works in the classroom. The internship hours should not begin before students arrive or extend beyond the school day for students. Because of the academic nature of the internship, hours cannot be accrued in sports practices; other special requests will be considered on a case-by-case basis.

Evaluation

Evaluation forms are included in the cooperating teacher packet and should be completed and returned to the clinical faculty. The intern must arrange for an appointment with the cooperating teacher to discuss the evaluation; the intern's identified strengths and weaknesses should be reported and discussed in accordance with the items included on the evaluation form. The evaluation is submitted to the clinical faculty by the intern at the conclusion of the placement.

Tutoring

It is recommended that the EDU 302 intern be assigned when possible an individual or small group of students for whom to plan implement and evaluated tutoring activities. The intern should confer with the cooperating teacher to determine the focus of the tutoring sessions. The intern should provide the cooperating teacher with the plans for review and approval in advance of the tutoring sessions. During the placement the intern should conduct at least three tutoring sessions.

Additional Tasks

Interns are expected to complete, but are not limited to the following tasks within the scope of their field experience:

- Review with the cooperating teacher the teacher's method of planning.
- Investigate the history of the school to which he/she is assigned.
- Observe and record in journal entries the types of technology available in the school for classroom use, and how the equipment or software is used in various classroom settings.
- Discuss with cooperating teacher his/her philosophy of education and the connection between theory and practice.

All tasks will be evidenced in journals submitted to the EDU 302 professor.

I have read, understand, and willing to accommodate the above tasks:

Student's Signature: _____ **Date:** _____

Cooperating Teacher's Signature _____