

**Office of Teacher Clinical Practice and Residency**  
**Pre-Residency Field Experience “Cheat Sheet”**

Prior to completing any site-based clinical practice you must first complete the following:

\_\_\_\_\_ Read the [Field Experience Handbook](#), 2019-2020.

\_\_\_\_\_ Complete your [Insurance Form](#). This should be given to your course instructor/professor before you visit any school site. See the deadline in your Course Calendar.

**Site Selection**

\_\_\_\_\_ Pick an approved cooperating site (each course is given individual course lists)—you may not conduct field experience (FX) hours outside of the approved course list.

*\*Note: Cooperating Teachers must complete Form A prior to an FX visit. This is completed by the Office of Teacher Clinical Practice and Residency and is not the responsibility of the teacher candidate.*

**Contact Procedures**

\_\_\_\_\_ Choose which site(s) you would like to schedule to visit from your course FX Site List. Note the site contact person’s name and email address. If the email address is invalid check the school website prior to contacting your instructor/professor.

\_\_\_\_\_ Complete a [Form E](#) for EACH site you intend to visit. Each site contact person must receive an individual, personalized email with a customized [Form E](#) attached to the email.

\_\_\_\_\_ Email the school contact person 2-3 weeks prior to your requested observation time and date (remember to attach your [Form E](#) to the email).

\_\_\_\_\_ Allow up to 4 days for a response. Wait an additional 2 days upon a follow-up email if there is no response. If you still do not receive a response, respectfully indicate in an email that you are moving on to another site for visitation.

**What to bring to your field experience visit:**

\_\_\_\_\_ Remember to arrive at the office no less than 20 minutes prior to your scheduled visit

\_\_\_\_\_ Driver’s license and/or other official identification (Military ID, etc.)

\_\_\_\_\_ Southeastern ID (must be worn at all times—lanyard recommended)

\_\_\_\_\_ [Form E](#) (printed form the attachment you provided in the email). You need to have access to this document in case the site office staff needs it for verification.

\_\_\_\_\_ Blank [Form C](#). You will need a new [Form C](#) for every new group of students you see. **Do not lose this you will need it for PASSPORT.** \*Remember: [Form D](#) for Service Learning.

\_\_\_\_\_ Review the school dress code and Southeastern's [Dress Code/Code of Conduct](#) policy.

\_\_\_\_\_ Writing materials to take notes about your observations and fill out your forms.

### **Following your FX visit**

\_\_\_\_\_ **\*\*Remember\*\*** Prior to leaving your FX site visit pick up your cooperating teacher's [Form B](#).

\_\_\_\_\_ Using your [Form C](#) document log your FX hours into PASS-PORT (for assistance with PASS-PORT please refer to the [PASS-PORT Help Page](#)) **\*\*For students in EDUC 202 (or who have not taken EDUC 202 you will wait to post your FX visit to PASS-PORT after you have had your PASS-PORT training\*\***

## **Field Experience Forms**

**Explanations of the forms included in this packet of information are as follows:**

### **Form A: Field-Based Teacher Experience Questionnaire**

- Submitted to the principal/assistant principal/site contact for distribution to his/her faculty for completion;
- Form A must be submitted to the Office of Field Experience **before** any field experience candidate can begin documentation.

### **Form B: Field-Based Experiences Classroom Information**

- Completed with the cooperating teacher in the classroom for TCs to have access when visiting the classroom.

### **Form C: Candidate's Field-Based Experience Information**

- Completed by TCs.
- The TC will transfer information from the classroom information sheet (Form B) to Form C. This form will provide the information needed to enter data into PASS-PORT.

### **Form D: Service Learning**

- Completed by TCs.
- The TC will complete Form D for Service Learning Activities. This form will provide the information needed to enter data into PASS-PORT.

\*[Comments or Concerns](#) Regarding Field Experience