

Early Field Experience Guidelines

When you have received confirmation of your early field experience placement from the Office of University-School Programs or Course Professor, you should contact the school(s) to which you have been assigned to schedule your first visit. Do not simply show up at the school thinking you will observe that day without an appointment. Do not wait late in the semester or you may be unable to complete your assignment. Be sure to identify yourself as a UNCP student assigned for field experience when you make your contact. Remember that you will be a guest, representative of UNCP, and potential employee in the school(s) you visit. Conduct yourself as a professional from your first contact and throughout all of your field experience.

Principals and teachers will expect you to:

1. Keep scheduled appointments. Illness and/or emergencies are the only legitimate excuses for not keeping an appointment. If illness or an emergency prevents your attendance, notify the school immediately.
2. Be on time and stay for the full time for which you are scheduled.
3. Dress appropriately (no jeans, no t-shirts, no short skirts, etc.) and follow the rules of basic courtesy toward everyone with whom you have contacted.
4. Take confirmation forms and UNCP ID to verify your assignment and identity.
5. Check in at the office regardless of how familiar you are with the school.
6. Know your field experience assignment and have any necessary materials and/or plans ready for use.
7. Avoid unfavorable criticism of the University program, the school, and the community.
8. Exemplify the attitudes and actions of a teacher and not a student.
9. Safeguard all personal and confidential information concerning students.
10. Be cooperative and remember that the school's first priority must be the students. Do not take cell phones or food into the classroom.
11. Know your assignments and have necessary materials with you.

The requirements for each field experience are determined by the professor. See your course professor with problems specific to the assignments. Contact the Office of University-School Programs or Course Professor if there are problems regarding changes in courses or school systems, not concerning times for observations. Field experiences are an integral part of your preparation for effective teaching. Consider the time you spend in each school as a valuable opportunity to further explore teaching as a career and to develop the competencies needed to become an effective professional for effective schools. You are urged to successfully complete your field experience in a timely manner. If you do not complete the required field experience hours and/or assignments, you face the potential of earning a failing grade for the field experience. In most cases of failed or dropped field experiences, you would have to retake the co-requisite course(s) as well as the field experience. Students completing the field experience requirements at any site will follow the standards established in the **UNCP Academic Honor Code**.