REGIS UNIVERSITY
School of Education

Dear Field Experience Teacher:

Thank you for allowing our Regis Teacher Education student to share your classroom this semester. The following is a short summary of the expectations concerning your mentorship with our Regis student:

1) Allow the student to observe in the classroom. The student will be particularly focused on how the school and classroom incorporates the family and community.
2) Regis students will spend approximately 10 hours in different schools over the 8 week term.
3) Discuss the ways that parents and communities are involved in the school and classroom.
4) Discuss how the school/teacher incorporate students' cultural knowledge into the learning environment and instruction.
5) The student will be following the syllabus requirements and, upon your request, will provide you with a copy.
6) The student will have you sign their field log to validate their time in your school.

This field experience is designed to prepare our students to be successful working in diverse settings and partnering with families and communities to provide the best educational program for their future students. Thank you for your time and guidance of our Regis student. Any questions or concerns, please contact the student's UG Teacher Education advisor.

Please sign the bottom of this document to indicate your willingness to allow the student listed to share your classroom this term. Please include your contact information and a copy of this document will be emailed to you for your records.

Sincerely,

Paula Humphrey, MA
Program Coordinator of UG Elementary Teacher Education
Regis University

_____	_____
Student Name	Student Signature
_____	_____
Field Experience Teacher Name	Field Experience Teacher Signature
_____	_____
Field Experience Site	Teacher Email/Phone number

Field/Service Hours

The field experience hours in this course are designated to provide different kinds of learning opportunities for you. The service learning hours are designed to offer you an opportunity to establish an ongoing relationship with a child or small group of children in a community learning experience. You will learn about cultural and community-based knowledge and develop new relational skills in this experience. The field hours in the school and community are designed to offer the Regis student a concrete understanding of the theories around school and community involvement and funds of knowledge. Your field experience contract and log must be complete and submitted and signed by your field site teacher and course instructor in order to pass this course.

Field Experience Overview

Learning Topic	Outcomes	HOURS	Related Field Experience Task
1 - Introduction	#1	1.5 hours	Field Experience: Initial Visit Describe your field placement, is it in a rural, urban, or suburban school, is it a self-contained classroom, a blend, an open classroom, multi-age center, or a team-teaching situation? Describe your first impression and experiences while conducting your observation. Be ready to discuss and report on your first visit. 1.5 points
2 – Teaching and Learning (Classroom Management and Environment)	#2	2 hours	Field Experience: Learning environment Observe two different settings for one hour each. As you observe take notes on the physical environment. You will focus on the following: A. Welcoming/ orderly environment/evidence of rules, routines, and rituals B. Space for independent/small group C. Materials organized and labeled/ vocabulary age/subject appropriate D. Materials easily accessible to students E. Well supplied with books/organization of books F. Print and visuals to read the room/ reflect was is valued 2 points
3 – Content Knowledge	#3	1.5 hours	Field Experience: Content Knowledge Choose a content area that you are interested in learning more about. Observe a lesson (in the content area) at two different grade levels. Take notes on similarities and differences. What evidence of content knowledge is evident in the teachers planning/delivery of instruction, as well as questioning/assessing? 1.5 points
4 – Planning and Assessment	#4	2 hours	Field Experience - Assessment 1 hour. Interview teachers who administer formative and summative assessments. Gather information on how these assessments influence planning and teaching. Collect a sample and/or watch as a formative or summative assessment is given to student(s). 1 point 1 hour. Compile a list noting what evidence of planning you see during your classroom observation. Include evidence of the teacher's planning for content, formative assessments, planning for specific instructional strategies, and planning for differences. 1 point
5 – Teaching and Learning (Instructional Strategies)	#5	2 hours	Field Experience – Instruction 1 hour. Create a list of possible instructional approaches and strategies that you would see in a classroom (elementary, secondary, special population). Visit two different classrooms (grade level, content, etc…) and look for strategies/approaches implemented. 1 point 1 hour. Describe some of the rituals and routines that the teacher uses to structure the learning, evaluate the success and/or appropriateness according to grade level, type of learner, differentiated instruction, and content. 1 point
6 – Professionalism	#6	1 Hour	Field Experience – Professional Development Attend a professional learning opportunity at a school site. This might be a team planning meeting, a coaching session, or whole group professional learning. Be sure to capture the agenda and new learning that occurred as a result of this opportunity. 1 point
7 – Jesuit Themes and Regis Mission Including Social Justice	#7	X	NA
8 – Conclusion and Reflection	#1 - 7	X	NA

FIELD PLACEMENT HOURS LOG

TERM_____

Student_____ Field Hours Course: **ED**__ _____

Site _____ Field Instructor_____

Week	Placement Dates	Number of Hours	Total Hours to Date
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
***Total Number of Hours**	**Student to Add Total Hours……....➔**		

Student Signature: _____

Field Instructor Signature: _____

Regis Instructor Signature: _____

Date: _____

It is the student's responsibility to ensure the Hours Log is submitted with the evaluation. Grades will not be assigned without the signed Hours Log.

NOTICE OF DISCLOSURE
CONFIDENTIALITY AND USE OF PERSONAL DATA

The personal information collected on this form is being collected under the authority of the University of Windsor Act, 1962. This collection is compliant with the Freedom of Information and Protection of Privacy Act of the Province of Ontario.
The purpose of this data collection is related directly to and needed by the Special Education Dept., Regis University to administer the university / student relationship including the proper recording of student academic progress and to adhere to governmental reporting requirements.
Data collected on this form will be disclosed and used as follows:

- **by administrative and field office personnel for student field placement planning and record-keeping;**
- **by field instructors in community agencies for placement planning;**
- **for academic counseling.**

If you have any questions about the collection, use, and disclosure of this information please contact: Paula Humphrey, M.A., Elementary Education Program Coordinator, Regis University, 303-964-5321, phumphre@regis.edu.