

**DIVISION of EDUCATION**

**Fall 2014**

**Instructions Field Experience Packet**

To: LWC Education Student

From: Division of Education

RE: Field Experience Packet

You have been given two packets:

1. Folder materials for Cooperating Teacher
2. Clipped packet for student

Cooperating Teacher Packet

On the first day you meet your cooperating teacher at your school assignment, give the teacher the folder. There is a letter to explain the packet and a number to call if there are questions.

If you have two placements, a second teacher packet will be given to you when you move to the second placement.

Student Packet

Your packet contains the material you will need to complete in order to receive credit for your Field Experience:

1. Guidelines – The “Guidelines” outline
   * procedures for the Field Placement,
   * expected behavior in the schools,
   * requirements and experiences in the Field Placement, and
   * purpose.
2. Field Experience Log Form and Instructions – complete a separate log for each hour observed in the public school. Make a copy for your records and submit the original to your course instructor with the “Record of Field Experience Hours” form on the designated date. You will enter all field hours in the KFETS Database.
3. Record of Field Experience Hours – to be filled in and signed by the cooperating teacher on each visit. Turn in to your education course instructor at the end of the experience. Without the submitted and signed form, you will not receive credit for the field hours.
4. Evaluation Form – Your teacher has a copy of the Evaluation in his/her packet. Teachers will complete the form at the end of the Field Experience and return as indicated on the form. The student copy is for your information so that you will know how you will be assessed and what is expected of you. Encourage your teacher to complete and return the form since it will be used as part of your Stage / Portfolio assessment.