

Lindsey Wilson College

Every Student, Every Day

Division of Education

210 Lindsey Wilson St.
Columbia, Kentucky 42728



To: LWC Education Student
From: Division of Education
RE: Field Experience Packet

You have been given two resources:

1. Materials for Cooperating Teacher
2. Materials/Information for Students

Materials for Cooperating Teacher

On the first day you meet your cooperating teacher at your school assignment, give the teacher a folder with the appropriate resources. This includes a letter to explain the information 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.

Materials/Information for Students

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

1. Guidelines – The “Guidelines” outline Directions for Completing Field Experience and Professional Behavior Requirements
2. Field Experience Log Form and Instructions – complete a separate log for each field experience hour. 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.
3. Record of Field Experience Hours – to be completed 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.