Field Experience Directions & Requirements Spring 2014



Procedures & Deadlines

- Fill out a Field Experience Application. http://www.angelo.edu/dept/ceducation/stfe_resources.php
- 2. Apply for a University /College position with SAISD which will provide a criminal background clearance. If you are doing your field experience outside of SAISD, you do not have to complete this step, but you do need to contact your district and follow their procedures for clearance.
- 3. Submit Application (with verification that you have applied with SAISD) to Tia Agan in CARR 287 by 5:00p.m. on Thursday, January 23rd.
- 4. Check the wall outside the EPI Center in CARR 287 Monday, February 3rd- Tuesday, February 4th for Campus Assignments and Mandatory Principal Meeting Dates. (At the Principal Meeting, you will receive your Cooperating Teacher assignment and work out your observation schedule for the semester.)
- 5. Begin Field Experience the week of Monday, February 10th. (It is your responsibility to keep up with your hours & show documentation of your time in the classroom.)
- 6. Attend one (1 hour) Mandatory Student Teaching Application Meeting if you plan to student teach in Spring 2014: Tuesday, February 18th: 11:00 a.m. or 5:30 p.m. Wednesday, February 19th: 1:30 p.m. or 3:30 p.m. in CARR 124

Apply for a University/ College Position through SAISD for clearance:

If you already have an SAISD Student Account:

- 1) Go to www.saisd.org
- 2) Click on the tab at top of the screen titled Employment
- 3) From the drop down menu click on Job Opportunities
- 4) At the bottom of the page, find the header University/College Students and click on View the University College Job Board for more information about available positions
- 5) Click on University/College Students Click Here to Login and Apply
- 6) Sign In with your username and password
- 7) Read and Accept the Disclaimer
- 8) Click on the Application tab to update your application, if necessary
- 9) Click on the Jobs tab
- 10) Click on View/Apply and select Student-University/College Programs
- 11) Click on Apply for this job
- 12) Click back to the Job posting and look for a Yes under Applied

If you do not have an SAISD Student Account: **You will need your Driver's License # & SS #to complete application.

- 1) Follow the directions 1-5, above.
- 6) On the Sign Up side, click on Create New Account
- 7) Add Applicant and click Save and Next
- 8) You should get a Success screen, and click on Login
- 9) Read and Accept the Disclaimer
- 10) Click on the Jobs Tab
- 11) Read and Accept the Disclaimer
- 12) Click on View/Apply select Student-University/College Programs
- 13) Click on Apply for this Job
- 14) Click on the Application Tab and go through each screen clicking Save and Next after each (*You will not need to attach anything if it asks for it; just skip that part!)
- 15) After you go through each screen, click on the Job Tab (which will take you back to the Student-University/ College Program Job) click on Apply for this Job
- 16) When you go back to the Job, you should see a YES under Applied.

Other Requirements for Field Experience

You must arrive at least 10 minutes earlier than your scheduled observation time.

(You may not include travel time as part of your observation time.)

You must sign in at the office & classroom for each visit.

You must keep documentation of your hours so that your professor can verify your attendance.

You must go in with a positive attitude.

You must always use appropriate language.

You may not have firearms or ammunition in your car, purse, bag, anywhere.

You may not have tobacco products of any kind.

You may not have a cell phone. (Leave it in your car.)

You may not chew gum.

You may not post anything in social media regarding any part of your field experience.

You must always dress professionally and conservatively.

ASU Dress Standards:

- 1. Any attire or grooming that is perceived by the campus administrator or university supervisor as being detrimental to the education process will not be allowed.
- 2. Candidates' hair will be clean and well groomed at all times and shall not obstruct vision.
- 3. Candidates must wear appropriate shoes at all times. (Flip Flops/ House slippers are not allowed.)
- 4. All forms of headgear (hats, caps, hoodies, bandanas, etc.) are not acceptable.
- 5. Shorts are not permitted.
- 6. Proper under garments must be worn and not be visible.
- 7. Any attire related to negative group behavior (gangs, etc.) will not be permitted.
- 8. Candidates may not wear slogan buttons or clothing with inappropriate or violent slogans or advertising. (An example would be an alcoholic beverage or tobacco advertisement.)
- 9. Visible body piercing shall be limited to ear piercing. All other visible piercings, including retainers or spacers, are prohibited.
- 10. Over-sized style pants that would give the appearance of being baggy or saggy will not be permitted.
- 11. Shirts and Blouses must be tucked in unless they are shorter in length than the student's extended fingertip.
- 12. Sunglasses may not be worn in the buildings on the eyes, head, around the neck.
- 13. Candidates may not wear unusual costumes that attract attention and detract from the learning atmosphere. This includes unusual hairstyles or hair coloring.
- 14. Tattoos are not allowed to be visible.
- 15. Holes and/or shredding on jeans/pants are not permitted.
- 16. Female Candidates:
 - * Nothing may be worn that shows/ bares the midriff (front or back.)
 - * Skirts must not be shorter than the students' extended fingertips.
 - * Divided skirts, hemmed above the knee, are considered shorts and may not be worn.
 - * No spagnetti straps, tank tops or visible under-clothing will be permitted.
 - * All tops must be at least 3 fingers wide on the shoulder.
 - * Low-cut tops may not be worn.
 - * Skintight attire is not acceptable. (This includes bike shorts and spandex.)

FOR MORE INFORMATION

Contact
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