

**Procedures & Deadlines**

1. Fill out a Field Experience Application. (One application per student, even in multiple classes)
2. Submit Application to Mrs. Conoly in the EPI Center in CARR 287 before 5:00 p.m. Friday, [September 6<sup>th</sup>](#).
3. Professors will be provided with students' Campus Assignments by Monday, [September 16<sup>th</sup>](#).
4. Attend Mandatory Principal Meeting during the week of [September 17<sup>th</sup>](#). Elementary Meetings are at 3:00, secondary meetings are at 4:00. Candidates must attend a meeting before beginning on campus. (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, [September 24<sup>th</sup>](#). (It is your responsibility to keep up with your hours & show documentation of your time in the classroom.)
6. Attend one (1 hour) Mandatory Clinical Teaching Application Meeting if you plan to clinical teach in Spring 2020: Tuesday, [October 1<sup>st</sup>](#) @ 11:00 a.m. or 3:30 p.m. or Wednesday, [October 2<sup>nd</sup>](#) @ 12:00 p.m. or 3:30 p.m. or for Master's or Post Bach's, Wednesday, [October 2<sup>nd</sup>](#) at 11:00 a.m. in CARR 124.

**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 using your driver's license 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 only use your cell phone for course requirements.

You may not chew gum.

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

You must always dress professionally and conservatively.

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 candidate'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 candidate's extended fingertips.
  - \* Divided skirts, hemmed above the knee, are considered shorts and may not be worn.
  - \* No spaghetti 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

Mrs. Conoly

(325) 942-2209