

AUBURN UNIVERSITY MONTGOMERY

College of Education

Field Experience Manual

Office of Student Services and Teacher Certification

Effective Date July 1, 2017

The Field Experience Manual is designed to assist the Field Candidate, Cooperating Teacher, Cooperating Principal and the University Supervisor in the facilitation of successful completion of field experiences in diverse field settings.

Programs resulting in Alabama Teacher Certification are subject to all regulations set forth by the Educator Preparation Code. Implementation of additional requirements may be mandated by the Alabama State Department of Education and/or College of Education policy changes and such changes will supersede the current requirements delineated in this Field Experience Manual. Candidates should consult their education advisor for specific program requirements necessary for graduation and certification.

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Guidelines for Field Experiences: Education Majors

As part of the teacher preparation program at AUM, the candidate is required to complete a series of field experiences in diverse educational settings. Prior to the field experience, the candidate has declared an education major with a specific concentration. As the candidate progresses in their major, his/her curriculum plan requires specific field experiences designed to implement appropriate instructional and pedagogical competencies. Candidates, faculty, and personnel in cooperating systems are urged to utilize this manual in order to implement the appropriate activities during field experiences.

The College of Education is constantly seeking to improve the quality of the preservice teacher's development and training. AUM firmly believes effective partnerships and high-quality clinical practice are central to preparation so that candidates develop the knowledge, skills, and professional dispositions necessary to demonstrate positive impact on all P-12 students' learning and development. The goal of collaboration between the University, the candidate, and the area schools is to produce competent, committed and reflective **Professional Educators**.

The faculty and staff of Auburn University Montgomery offer our sincere wishes as the challenge and responsibility of this important phase of professional development at the preservice level is completed. Please feel free to contact the Office of Student Services and Teacher Certification at 334-244-3451 if there are further questions or if this office can be of assistance.

Conceptual Framework

The College of Education is actively engaged in preparing future teachers and other education-related professionals for positions in classrooms and human service agencies. Professional study in the College of Education is based on a model that recognizes and prepares teachers as **Professional Educators**. The college is committed to providing challenging opportunities for a diverse learning community in a nurturing environment. It is the vision of the College of Education to prepare **competent, committed** and **reflective** professional educators.

- **Competent** - Equipped with the knowledge, skills, and technological expertise to help all individuals learn and develop.
- **Committed** - Dedicated to the ethical practices and collaboration that serve as the foundation of a diverse and intellectually vibrant society.
- **Reflective** – Devoted to analyzing their past practices in ways that fuel ongoing learning and improve future practices.

These three dispositions form the foundation for the professional teacher, administrator, or counselor working in a variety of P-12 settings. The AUM College of Education recognizes that the development of a competent, committed and reflective candidate means the development of a **Professional Educator**.

All AUM candidates spend extensive time in schools and classrooms as a component of professional education courses. These experiences are involved with diversity in many forms. They provide AUM candidates with practical knowledge of reality as experienced in P-12 settings. The field laboratory experiences provide operative, reflective and collaborative knowledge toward the development of the **Professional Educator**.

Pursuant to the mission of improving the academic achievement of all students in Alabama P-12 schools, teacher candidates' practice is aligned to the following standards based on the Model Core Teaching Standards developed by the Interstate New Teacher Assessment and Support Consortium Standards (INTASC). These standards are referred to as the Alabama Core Teaching Standards (ACTS).

Alabama Core Teaching Standards/InTASC

The ten ACTS standards are grouped into four general categories and include:

The Learner and Learning

1. **Learner Development.** The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.
2. **Learning Differences.** The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.
3. **Learning Environments.** The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.

Content

4. **Content Knowledge.** The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content.
5. **Application of Content.** The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

Instructional Practices

6. **Assessment.** The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.
7. **Planning for Instruction.** The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.
8. **Instructional Strategies.** The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

Professional Responsibility

9. **Professional Learning and Ethical Practice.** The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.
10. **Leadership and Collaboration.** The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.

All candidates are expected to become **Professional Educators** through the mastery of these ten standards by the completion of their program. Through multiple, diverse field experiences, the candidate is given the opportunity to apply content and pedagogical knowledge acquired in their coursework under the supervision of clinical educators at both the university and P-12 level.

ALSDE Regulations for Field Experiences

AUM is committed to compliance with state and certification requirements, as well as CAEP requirements for Field Experiences. As outlined in the Alabama State Department of Education's Educator Preparation Code, all Class B, Alternative A, Class A and Class AA programs:

1. Must require extensive field experiences in diverse settings.
2. Individuals employed in positions appropriate to the area of their current program may complete field experiences in their own classrooms/P-12 settings if they have been cleared properly for an "Alternate Field Experience." (The procedure to request an Alternate Field Experience is delineated in this manual.)
3. The majority of field experiences must occur in P-12 schools, with at least half of the field experiences in the candidate's teaching field or area of instructional support.
4. For early childhood education and early childhood special education programs, field experiences shall include placements in at least two of the three main types of early education settings [early school grades (K-3), child care centers and homes, and Head Start programs.]
5. Beginning with the first professional course, each candidate shall participate in extended and supervised field experiences with specific purposes and assessments.
6. All candidates are required to be fingerprinted and cleared by the FBI and ABI BEFORE observing in a school or observing children. The candidate is required to submit proof of clearance to each instructor before a field experience placement will be assigned.

Purposes of the Field Experience

The **undergraduate student** field experiences are divided into four areas: (1) Pre-Professional Field Program, (2) Professional Field Program, (3) Professional Practicum Experience, and (4) Professional Internship. This manual details basic information for both the Pre-Professional and Professional Field Programs. Professional Practicum Experience is handled at the departmental level. Information concerning the Professional Internship Program is contained in the Internship Manual published by the College of Education.

The **graduate student** field experiences are divided into three areas: (1) Professional Field Program, (2) Professional Practicum Experience, and (3) Professional Internship. This manual details basic information for the Professional Field Program. Professional Practicum Experience is handled at the departmental level. Information concerning the Professional Internship Program is contained in the Internship Manual published by the College of Education.

The general purpose(s) of field experiences are as follows:

1. To provide career exploration opportunities for preservice candidates.
2. To provide AUM candidates opportunities to observe and experience instructional techniques and methods utilized in P-12 school settings.
3. To provide AUM candidates with a better understanding of P-12 students.
4. To provide experiences that will give the preservice teacher opportunities to apply content and pedagogical knowledge reflected in the ACTS and their specific content areas within a P-12 setting.

Procedures for Field Placement Requests

Field assignments and experiences will be presented and discussed in courses requiring field experiences by the AUM instructor. The specific objectives and evaluation criteria for the field experiences will also be presented and discussed by the AUM instructor. *In many cases the course grade will be withheld or reported as an “F” if the field experiences are not successfully completed.*

1. The AUM candidate in each education class where a field experience is required is responsible through the instructor for requesting a placement. The instructor distributes the lab request forms to the class. The candidate is responsible for completing the request form and returning it to the instructor **no later** than the second class meeting.
2. The completed Field Placement Request form will be returned to the Office of Student Services and Teacher Certification by the instructor of the course. *If possible, the field experience will include the opening and/or the closing of a school year.*
3. AUM candidates will be allowed to select one school district for their field experience requirement. Requests for an assignment to a school district not listed are generally denied. Some courses and instructors require pre-assigned placements and will not request placements through the Office of Student Services and Teacher Certification.

Currently the AUM College of Education has Memorandums of Agreement and places candidates within the following Alabama school districts:

Alexander City	Andalusia City	Autauga County	Baldwin County
Brewton City	Butler County	Chilton County	Conecuh County
Covington County	Crenshaw County	Dallas County	Elmore County
Hoover City	Houston County	Jefferson County	Lowndes County
Lee County	Montgomery County	Monroe County	Opelika City
Ozark City	Pike Road	Selma City	Sylacauga City
Tallapoosa County	Tallassee City	Troy City	

4. Once the Office of Student Services and Teacher Certification receives the Field Experience Request Form, the appropriate person in the school system is notified of the request. Placements are made with a deliberate attempt to provide the AUM candidate with clinical experiences of sufficient depth, breadth, diversity, coherence, and duration to ensure that candidates demonstrate their developing effectiveness and positive impact on all students' learning and development.
5. When the placement is approved, the Office of Student Services and Teacher Certification notifies the instructor of the candidate's placement. The placement includes dates and times for the initial visit along with the name of the assigned school.
6. The AUM candidate will deliver to the cooperating teacher an introductory letter from the instructor which will provide specific expectations for the field experiences when the candidate reports for their initial visit.
7. At the end of the term, the cooperating teacher is asked to provide a written assessment of the AUM candidate's participation in the field experiences and sign the time log (**Appendix B**).

Alternate Field Experience Settings for Alternative Candidates

Eligibility Requirements:

- Individuals who are employed in positions appropriate to the area of their current program may complete field experiences on the job. Individuals deemed appropriate for an alternate field experience include, but are not limited to: a budgeted aide or an individual who has *several months* of satisfactory teaching experience in a school setting.
- At least half of the field experiences must be in the candidate's teaching field or area of instructional support.
- Volunteer work, substitute work, scout or church youth work may be considered eligible for field experiences during the Summer when P-12 schools are not in session. However, the **majority** of field experiences must occur in P-12 schools.
- The AUM candidate is responsible for verifying appropriate experiences by submitting to the instructor a statement in writing from the principal or superintendent. This letter must be on letterhead stationery and must describe:
 - the candidate's job,
 - dates and length of service, and
 - grade level.

Decision Process:

- The AUM instructor and the Director of Student Services and Teacher Certification must approve **all** alternate settings.
- All field assignments cannot be completed in one setting. Candidates working in the schools should expect to be assigned to other school settings for many of their field experiences.
- For early childhood education and early childhood special education programs, field experiences must include placements in at least two of the three main types of early education settings [early school grades (K-3), child care centers and homes, and Head Start programs.]

Alabama Educator Code of Ethics

Alabama Code of Ethics

The primary goal of every educator in the state of Alabama must, at all times, be to provide an environment in which all students can learn. A link to the Alabama Educator Code of Ethics is provided at the end of this section. Take time to read and follow this important information.

<https://docs.alsde.edu/documents/66/Alabama%20Educator%20Code%20of%20Ethics.pdf>

Responsibility of Participants

The responsibilities of the AUM candidate, AUM instructor, Cooperating Teacher, Cooperating Principal, and the Director of Student Services and Teacher Certification are as follows:

AUM Candidate – The candidate is responsible for the following:
<ul style="list-style-type: none">• Research directions to the placement site in advance.
<ul style="list-style-type: none">• Report to the school/teacher 10-15 minutes prior to the assigned time and on the date provided on the placement assignment.
<ul style="list-style-type: none">• Always report to the school office when first arriving at the P-12 school.
<ul style="list-style-type: none">• Verify your contact information for the cooperating teacher during the first visit.
<ul style="list-style-type: none">• Remember, you are a guest in the P-12 school.
<ul style="list-style-type: none">• Abide by school rules, dress codes, and general procedures of the P-12 school.
<ul style="list-style-type: none">• Complete all assigned observations/research/activities in a timely manner.
<ul style="list-style-type: none">• Return appropriate documentation and evaluation forms to the AUM instructor.
<ul style="list-style-type: none">• Reflect upon field experiences in a professional manner.
<ul style="list-style-type: none">• Before leaving the school setting, notify the cooperating teacher of the specific times and dates of your next visit.
<ul style="list-style-type: none">• Treat field dates and times as you would any important appointment.
<ul style="list-style-type: none">• Complete any online surveys related to field experience required by AUM.

Responsibility of AUM Instructor

AUM Instructor – The AUM instructor is responsible for the following:
<ul style="list-style-type: none">• Communicate with the Cooperating Teacher at the assigned school concerning the course field requirements and expectations for the candidate.
<ul style="list-style-type: none">• Provide constructive feedback to the AUM candidate after the school visits.
<ul style="list-style-type: none">• Discuss the field experiences with the Cooperating Teacher if appropriate.
<ul style="list-style-type: none">• Serve as a liaison between the assigned school and the AUM College of Education
<ul style="list-style-type: none">• Assist the Cooperating Teacher in completing the evaluation.
<ul style="list-style-type: none">• Assign final course grades, which most likely will include the participation in the field experience.
<ul style="list-style-type: none">• Verify that all candidates have completed field experience surveys.

Responsibility of Cooperating Principal

Cooperating Principal – The cooperating principal is responsible for the following:
<ul style="list-style-type: none">• Work as a professional clinical team member with the university instructor and the Cooperating Teacher to ensure a successful field experience.
<ul style="list-style-type: none">• Assist the Cooperating Teacher in providing an open and well-balanced learning and teaching experience for the AUM pre-professional teacher.
<ul style="list-style-type: none">• Arrange with members of the P-12 faculty a schedule of field experiences in other subject areas during the term, if appropriate.

Responsibility of Cooperating Teacher

Cooperating Teacher – The cooperating teacher is responsible for the following:

- Provide the field candidate with appropriate time and space to accomplish the required objectives of the experience.
- Assist the field candidate with information that will lead to success in the classroom.
- Provide the Field Candidate with feedback on progress and skills developed.
- Provide the Field Candidate with information about candidates, time schedules, and daily class routines.
- Assist the university instructor with evaluation procedures.

Responsibility of the Office of Student Services and Teacher Certification:

Office of Student Services and Teacher Certification –
Office of Student Services and Teacher Certification is responsible for the following:

- Plan with school personnel in making field placements.
- Keep records of placements, Cooperating Teachers, and evaluation materials.
- Plan with university instructors the appropriate objectives for the field experiences.
- Coordinate evaluation procedures for the field experiences.
- Coordinate admission to Professional Education.

Field Experience Assessments

Candidates will be assessed in each of their field assignments. Multiple performance-based assessments may be used. First, a general assessment of the candidate's performance in the field setting by the cooperating teacher will be conducted. Second, if specific ACTS or content standards are included in the field experience, instructors will evaluate those standards. The AUM candidate will be informed at the beginning of the semester of the specific standards included in the field experience. All standards evaluated in each field experience and the evaluation criteria should be included in the course syllabi.

Electronic Portfolio Requirements

A professional electronic portfolio is required of all education majors. The LiveText portfolio is seen as a means of screening candidates for graduation. The portfolio is a professional document to be used by candidates beginning the interview process for employment. The portfolio is a component of the process used to ensure that all education graduates have the skills needed to be a **Professional Educator** as defined in the AUM College of Education Conceptual Framework. The electronic portfolio provides opportunities to use technology to enhance professional growth. Candidates will be required in both pre-professional and professional courses to place materials in their portfolio and submit their portfolio for review by their instructor.

Admission to Professional Education (Undergraduates ONLY)

Each undergraduate candidate preparing to teach must be admitted to Professional Education. All candidates pursuing their initial teaching certificate at the baccalaureate level (degree and unclassified students) must make application for admission to Professional Education. Application to enter the program should be filed with the College of Education during the fourth semester in school or upon completion of 50 semester hours of course work. **Candidates may not register for advanced level education courses until they are admitted to the Professional Education Program.**

The requirements for admission to Professional Education include the following:

- prerequisite coursework,
- communication skills,
- fingerprint clearance,
- Alabama Educator Certification Testing Program (AECTP) Information,
- Scholarship.

Prerequisite coursework:

A minimum of 45-50 semester hours of work must be completed, including the following courses: ENGL 1010, ENGL 1020, COMM 1010, FNDS 2010, FNDS 2120, and FNDS 2140.

Communication Skills:

Candidates must demonstrate proficiency in reading plus oral and written English. The candidate must have a grade point of 2.0 or better in ENGL 1010 and ENGL 1020 or equivalents (with no grade lower than a “C”). The candidate must also have a grade point of 2.0 or better in COMM 1010 or its equivalent.

Fingerprint Clearance:

All candidates are required to be fingerprinted and cleared by the FBI and ABI BEFORE observing in a school or observing children. The candidate is required to submit proof of clearance to each instructor before a field experience placement will be assigned. The Alabama State Department of Education (ALSDE) will send each candidate a clearance or denial letter once the fingerprints have been submitted.

- *The candidate must be fingerprinted by a service provider approved by the Alabama State Department of Education. Additional information about approved providers, fee, and procedures is available from the Office of Student Services and Teacher Certification or www.cogentid.com/AL.*
- *The candidate is responsible for the nonrefundable, nontransferable fee.*

- *The candidate shall be issued a suitability determination from the State Superintendent of Education. The candidate must provide the designated official of the unit documentation for having cleared the criminal history background check prior to admission to a State-approved teacher education program.*
- *A candidate whose suitability determination precluded admission to a State-approved teacher education program has the right to due process procedures in accordance with the current Educator Certification Chapter of the Alabama Administrative Code.*

Alabama Educator Certification Testing Program (AECTP) Information:

Applicants for initial Alabama certification, including applicants for the reinstatement of certificates that have lapsed for more than twelve months, must successfully meet the current requirements of the basic skills assessments AND the subject assessments of the Alabama Educator Certification Testing Program (AECTP). Information about the AECTP may be obtained at www.act.org/alabamaectp (for the basic skills assessments), www.ets.org/praxis/al (for the subject assessments), or by contacting the teacher testing staff in the Teacher Testing Section of the Office of Teaching and Leading at (334) 242-9983 or aectp@alsde.edu. ONLY Alabama prescribed Praxis II subject area assessments are accepted. Test application can be completed at www.act.org/alabamapttp or by telephone (800-294-2105 or 319-341-2500).

Only official Praxis II score reports, submitted with the applicant's complete social security number directly from the Educational Testing Service (ETS) via Score Link to the Alabama State Department of Education (ALSDE), will be accepted. Effective with the September 2007 test administration date, ETS automatically forwards official Praxis II score reports to the ALSDE if the Alabama prescribed assessment is taken in Alabama. For Alabama prescribed assessments taken outside Alabama or prior to Alabama being an automatic score recipient, the code 7020 is used to designate the Alabama State Department of Education as a recipient of official score reports. Praxis II subject assessments that are not prescribed for use in Alabama will not be reported to this Department. The applicant's failure to provide his/her correct social security number to ETS will delay the application process.

Candidates must pass the three tests that comprise the Basic Skills component (Applied Mathematics, Reading for Information, and Writing) **prior to being admitted into Professional Education.**

Note: *Under current ETS policy, the Praxis test scores are valid and reportable for 10 years from the date a test is taken. An applicant must successfully complete current requirements of the AECTP if Praxis test score results are not valid and reportable directly from ETS. ONLY the AECTP basic skills assessments are accepted. The basic skills assessments of the AECTP are administered by the American College Testing (ACT) program at designated testing centers in*

Alabama and at ACT centers in other states. ACT automatically forwards official score reports to this Department. The applicant's failure to provide his/her correct social security number to ACT will delay the application process.

NOTE: Make a copy of your AECTP scores and submit to the Office of Student Services and Teacher Certification, Room 301, College of Education.

Scholarship:

Candidates must have a minimum overall grade point average of 2.75 on all work taken prior to admission. Candidates must have a grade point average of 2.75 in professional education courses with no grade less than a "C" accepted. Candidates must have a minimum grade point average of 2.75 in the teacher major(s) with no grade less than "C" accepted. Starting Fall 2009 and thereafter any student admitted to AUM and majoring in any area of Education will only be allowed to take a Professional Studies **OR** Teaching Field courses **twice** (i.e., any course on page 2 of your program plan of study). If a candidate does not earn a grade of "C" or higher in each course (in the Professional Studies or Teaching Field) **OR** has a grade point average (GPA) lower than 2.75 in their Professional Studies or Teaching Field courses, they will not be allowed to continue in the College of Education.

The **deadlines** for applying for admission to Professional Education are as follows:

- Fall term - **June 15th**
- Spring term – **October 15th**
- Summer term – **March 15th**

The candidate must submit the application for *Admission to Professional Education* (**Appendix A**) along with an advising copy of their transcript. The Office of Student Services and Teacher Certification will review the student's application file, and the student will be notified in writing of acceptance or denial. In the event of denial, the candidate may request an interview with the Admission Committee. The candidate may reapply for admission after deficiencies are met.

Field Experience Requirements for Undergraduate Candidates

The AUM candidate will deliver to the cooperating teacher an introductory letter from the instructor which will provide specific expectations for the field experiences when the candidate reports for their initial visit. At the end of the term, the cooperating teacher is asked to provide a written assessment of the AUM candidate's participation in the field experiences (**Appendix B**). Following is a list of field expectations for each course.

Foundations of Education (FNDS) Courses:

FNDS 2010 Social Foundations of Education (Field experience required)

- This is the first education course where the candidates are considering teaching as a profession. Candidates observe the role of the teacher, and their general interactions with the K-12 students. The AUM candidate works, as a teacher's aide. Part of this experience should be devoted to observing an exceptional child who has been included in the regular classroom.

Childhood Education and Reading Courses:

ECHE 3100 Methods of Teaching the Very Young Child (Field experience required)

- Students will observe in an environment which serves children birth-three years and make observations and interpretations about each visit to complete a case study of one particular child. Students will also develop and execute infant/toddler activity plans to be used during the field experience, which is supervised by the instructor.

ECHE 4914 Early Childhood Practicum (250 clock hours)

- A 250-hour practicum in the AUM Early Childhood Center or approved setting to provide teaching experience in a developmentally appropriate setting of 3 – 5 year olds. This experience will include lesson planning, instruction, and observation.

ELEM 3400 Methods of Teaching Elementary Social Studies (Field experience required)

- The field experience is designed to provide candidates with the opportunity to observe an elementary school setting and interact with students on an individual, small or whole group level. The candidates will design and implement instructional plans that meet the academic needs of the students in the school setting.

ELEM 4100 Methods of Teaching Elementary Mathematics (Field experience required)

- Candidates enrolled in ELEM 4100 are required to complete a field experience in a local elementary school or campus program (summer only). As part of their field experience, candidates will observe a cooperating teacher and work with individual children, a small group or the entire class.

ELEM 3914 Practicum in Elementary Education (100 clock hours)

- A 100-hour practicum in a primary or intermediate classroom to provide teaching experience and classroom management skills for working with the whole class. This experience will include lesson planning, instruction, and observation of a classroom teacher. If this practicum occurs in a primary setting, the candidate will be placed in an intermediate setting for Professional Internship. If this practicum occurs in an intermediate setting, candidate will be placed in a primary setting for Professional Internship.

ELEM 4200 Methods of Teaching Elementary Science (Field experience required)

1. Teacher candidates will work as members of a science instructional team at a local elementary school. The experience includes development and delivery of a series of standards based science lessons in a classroom setting, formative and summative assessment of science concepts, application of course related instructional techniques, and self and peer analysis of the effectiveness of the lessons in impacting student learning.

READ 3300 Methods of Teaching Literacy (Field experience required)

- The field experience will take place at a local elementary school or campus program. Teacher candidates will be working with students ranging from kindergarten through sixth grade in a small group setting and will conduct a Reader's Workshop and a Writer's Workshop.

READ 3303 Language and Literacy I (Field experience required)

- An emphasis is placed on child development, learning theories, individual differences, emergent and early literacy, children's literature, and examination of current materials and instructional practices used in teaching literacy for the emergent and developing reader.

READ 3313 Language and Literacy II (Field experience required)

- This course is designed to build on concepts introduced in READ 3303. An emphasis is placed on curriculum, methods, strategies, and materials related to teaching for comprehension and fluency, content area literacy, and techniques to incorporate children's literature across the curriculum.

READ 3323 Language and Literacy III (Field experience required)

- This course is designed to build on concepts introduced in READ 3303 and 3313. An emphasis is placed on teaching writing and the use of children's literature as the foundation of the language arts program for P-6 students. Strategies for the integration of all language arts skills – reading, writing, speaking, listening, viewing, and visually representing – are covered.

Health Education and Physical Education (PHED) Courses:

PHED 2130 Health and Physical Education in the Elementary School (Field experience required)

- The AUM candidate will observe lessons taught by elementary school physical education teachers. The candidate should discuss with the teacher the importance of lesson plans, grading policies, and discipline techniques. The AUM candidate should be granted as much time as possible to assist with the daily activities and to interact with an elementary physical education student. Candidates will teach a minimum of one class during this period.

PHED 4030 Methods of Teaching Physical Education (Field experience required)

- The AUM candidate will observe a lesson taught by a physical education teacher. The student will assume some instructional responsibilities in the physical education classroom. The candidate should be allowed to prepare and teach the class for part or all of a period.

PHED 4160 Adapted Physical Education (Field experience required)

2. The AUM candidate will observe a child with special needs in a physical education setting. The student will adapt and present a physical education activity for a special needs child and write an individual education plan (IEP) for that child.

PHED 4183 Measurement & Evaluation (Field experience required)

3. The AUM candidate will be required to observe and administer physical fitness testing in a school setting as designated by the instructor. The AUM candidate will also be required to take an active role in the recording and interpretation of data in order to develop a heightened awareness of Measurement and Evaluation applications in the physical education setting.

Secondary Education (SCED) Courses:

SCED 4000 Principles of Teaching (Field experience required)

4. The AUM candidate should get acquainted with the teacher and the students. The AUM candidate will observe and describe classroom practices. The candidate will write a description of the classroom setting, the teaching practices, and the decisions made by the classroom teacher. The candidate should be allowed to become involved with secondary or middle school students by working with individuals, small groups, or the total group.

SCED 4050 Classroom Management and Teaching in Middle and Secondary Schools (Field experience required)

5. The AUM candidate should get acquainted with the teacher and the students. The AUM candidate will assume some instructional responsibilities in the classroom. The candidate should be allowed to prepare and teach the 6-12 class for part or all of a period. The candidate should be allowed to become involved with secondary or middle school students by working with individuals, small groups, or the total group.

SCED 4100 Teaching Methods for Secondary Language Arts (Field experience required)

6. The AUM candidate should get acquainted with the teacher and the students. The AUM candidate will assume some instructional responsibilities in the classroom. The candidate should be allowed to prepare and teach a language arts class for part or all of a period. The candidate should become involved with secondary school students by working with individuals, small groups, or the total group.

SCED 4110 Teaching Methods for Secondary Mathematics (Field experience required)

7. The AUM candidate should get acquainted with the teacher and the students. The AUM candidate will assume some instructional responsibilities in the classroom. The candidate should be allowed to prepare and teach the mathematics class for part or all of a period. The candidate should become involved with secondary students by working with individuals, small groups, or the total group.

SCED 4130 Teaching Methods in Secondary Science (Field experience required)

8. The AUM candidate should get acquainted with the teacher and the students. The AUM candidate will assume some instructional responsibilities in the classroom. The candidate should be allowed to prepare and teach the science class for part or all of a period. The candidate should become involved with secondary school students by working with individuals, small groups, or the total group.

SCED 4140 Teaching Methods for Secondary Social Science

(Field experience required)

9. The AUM candidate should get acquainted with the teacher and the students. The AUM candidate will assume some instructional responsibilities in the classroom. The candidate should be allowed to prepare and teach the social science class for part or all of a period. The candidate should become involved with secondary students by working with individuals, small groups, or the total group.

Special Education (ESPE) Course:

ESPE 3760 Survey of Exceptionalities (Field experience required)

10. The AUM candidate enrolled in ESPE 3760 must complete a 20-hour field experience in settings serving students with disabilities in the grade/age in which certification is sought. Candidates must complete an interview with the cooperating teacher as well as interact with students with disabilities in a variety of academic activities. An observation form must be completed for each experience. Each candidate completes an observation form for each visit as well as a final reflection as a post-observation activity.

ESPE 4912 Practicum I in Special Education (50 hours)

11. This course is first in a sequence of three practicums for candidates in special education programs of study providing experiences in settings with students with exceptionalities. Candidates participate in 50 hours of on-site experiences in P-12 settings. The clinical experience allows candidates to observe and interact in school settings with students with exceptionalities as well as professionals who provide services to students with exceptionalities.

ESPE 4913- Practicum II in Special Education (50 hours)

12. This course is second in a sequence of three practicums for candidates in special education programs of study providing experiences in settings with students with exceptionalities. Candidates participate in 50 hours of on-site experiences in P-12 settings. The clinical experience allows candidates to observe and interact in school settings with students with exceptionalities as well as professionals who provide services to students with exceptionalities.

ESPE 4915-Practicum III in Special Education (50 hours)

13. This course is third in a sequence of three practicums for candidates in special education programs of study providing experiences in settings with students with exceptionalities. Candidates participate in 50 hours of on-site experiences in P-12 settings. The clinical experience allows candidates to observe and interact in school settings with students with exceptionalities as well as professionals who provide services to students with exceptionalities.

Field Experience Requirements for Graduate Candidates

The AUM candidate will deliver to the cooperating teacher an introductory letter from the instructor which will provide specific expectations for the field experiences when the candidate reports for their initial visit. At the end of the term, the cooperating teacher is asked to provide a written assessment of the AUM candidate's participation in the field experiences (**Appendix B**). Following is a list of field laboratory expectations for each course.

Childhood Education Courses:

ECHE 6403 Curriculum and Teaching Preschool (Field experience required)

14. Alternative candidates complete the field experience with early childhood students between the ages of 3 – 5 including observation and teaching. Authentic teaching experiences include pretesting, teaching, assessment, and re-teaching lessons with holistic and school mandated assessment criteria.

ECHE 6423 Developmental Processes (Field experience required)

15. Alternative candidates complete this field experience with infants and toddlers, including observation and teaching. Teaching reflects current research as interchanges with infants and toddlers becomes the teaching curriculum.

ELEM 6513 Curriculum and Teaching Elementary Language Arts

(Field experience required)

16. Alternative candidates plan and implement a writer's workshop with small groups of elementary students in a school language arts classroom. The field experience provides candidates with the opportunity to reflect upon theory while engaged in authentic practice.

ELEM 6523 Curriculum and Teaching Elementary Mathematics

(Field experience required)

17. Candidates work as members of a math instructional team at a local public/private school. The experience includes development and delivery of a series of standards based math lessons in a classroom setting, formative and summative assessment of math skills, application of course related instructional techniques, and self and peer analysis of the effectiveness of the lessons in impacting student learning.

ELEM 6533 Curriculum and Teaching Elementary Social Studies

(Field experience required)

18. Candidates plan and implement social studies lessons to a whole class of elementary students in a school setting. The field experience provides candidates the venue to observe the cooperating teacher and to reflect with peers, supervising teachers, and university faculty on mastering developmental appropriate pedagogy to meet the needs of the diverse classroom community.

ELEM 6543 Curriculum and Teaching Elementary Science

(Field experience required)

19. Teacher candidates will work as members of a science instructional team at a local elementary school. The experience includes development and delivery of a series of standards based science lessons in a classroom setting, formative and summative assessment of science concepts, application of course related instructional techniques, and self and peer analysis of the effectiveness of the lessons in impacting student learning.

READ 6254 Curriculum and Teaching Reading II *(Field experience required)*

20. This field experience is designed to give Alternative candidates the opportunity to assess, plan, and implement reading instruction to a small group of K-6 students in the public school.

READ 6353 Teaching Reading With Children's Books *(Field experience required)*

21. The field experience component of this course is designed to give Alternative candidates an opportunity to assist the cooperating teacher with the incorporation of children's literature into the classroom reading curriculum. Candidates plan and teach research based reading strategies through literature circles, thus reinforcing the efficacy of the Best Practice Model.

Foundations of Education (FNDS) Courses:

FNDS 6170 Advanced Educational Psychology *(Field experience required)*

22. The AUM candidate enrolled in the alternative master's program will observe the teacher and the student/teacher interactions for the application of ideas presented in class. Types of strategies used by the K-12 classroom teacher will be examined in areas such as motivation, learning styles, teaching styles, operant conditioning, and classroom questioning.

Secondary Education (SCED) Courses:

SCED 6000 Principles of Teaching *(Field experience required)*

23. The AUM candidate should be allowed time to get acquainted with the teacher and students. The AUM candidate will observe and describe classroom practices. The candidate will write a description of the classroom setting, the teaching practices, and the decisions made by the classroom teacher. The candidate should be allowed to become involved with secondary students by working with individuals, small groups, or the total group.

SCED 6050 Classroom Management and Teaching in Middle and Secondary Schools
(Field experience required)

24. The AUM candidate should be allowed time to get acquainted with the teacher and students. The AUM candidate will assume some instructional responsibilities in the classroom. The candidate should be allowed to prepare and teach the 6-12 class for part or all of a period. The candidate should be allowed to become involved with secondary or middle school students by working with individuals, small groups, or the total group.

SCED 6100 Teaching Methods for Secondary Language Arts
(Field experience required)

25. The AUM candidate should be allowed time to get acquainted with the teacher and the students. The AUM candidate will assume some instructional responsibilities in the classroom. The candidate should be allowed to prepare and teach a language arts class for part or all of a period. The candidate should be allowed to become involved with secondary students by working with individuals, small groups, or the total group.

SCED 6110 Teaching Methods for Secondary Mathematics
(Field experience required)

26. The AUM candidate should be allowed time to get acquainted with the teacher and students. The AUM candidate will assume some instructional responsibilities in the classroom. The candidate should be allowed to prepare and teach the mathematics class for part or all of a period. The candidate should be allowed to become involved with secondary students by working with individuals, small groups, or the total group.

SCED 6130 Teaching Methods in Secondary Science
(Field experience required)

27. The AUM candidate should be allowed time to get acquainted with the teacher and students. The AUM candidate will assume some instructional responsibilities in the classroom. The candidate should be allowed to prepare and teach the science class for part or all of a period. The candidate should be allowed to become involved with secondary students by working with individuals, small groups, or the total group.

SCED 6140 Teaching Methods for Secondary Social Science
(Field experience required)

28. The AUM candidate should be allowed time to get acquainted with the teacher and students. The AUM candidate will assume some instructional responsibilities in the classroom. The candidate should be allowed to prepare and teach the social science class for part or all of a period. The candidate should be allowed to become involved with secondary students by working with individuals, small groups, or the total group.

Special Education (ESPE) Courses:

ESPE 6050 Advanced Study of Behavior Management of Students with Exceptionalities (Field experience required)

29. Design and implement a behavior modification intervention based on a student observed in your field experience. Provide a 4 page description of student behavior, time schedule, desired behavior, and behavior modification plan you would implement. Your ten days of data AND report should also be uploaded to LiveText. This should be labeled, "BIP Plan." Be conscious of confidentiality issues when posting data and other material.

ESPE 6100 Students with Special Needs (Field experience required)

30. The AUM candidate should observe students with special needs and successful techniques used in teaching these students. The AUM candidate is looking for information on curriculum adaptations, and ways to collaborate with other professionals and parents. The AUM candidate should interact with the special needs students in small group activities or in one-on-one activities.

ESPE 6300 Advanced Study of Assessment of Students with Exceptionalities (Field experience required)

31. The AUM candidate enrolled in ESPE 6300 must complete a 20-hour field experience in a setting serving students with disabilities. Activities in the field experience include: 1) identification of formal, individually administered assessment instruments used for annual evaluation; 2) identification of formal, statewide assessment instruments; 3) identification of accommodation and modifications commonly utilized for students with disabilities in testing situations; and 4) critique features of informal assessment instruments. An observation form must be completed each time the candidate visits the site. A final reflection sheet must be completed after the field experience hours are completed.

ESPE 6400 Advanced Methods, Materials and Curriculum for Students with Significant Support Needs (Field experience required)

32. The AUM candidate enrolled in ESPE 6400 will complete a Chaining and Prompting Project with a student identified with significant support needs. A task analysis of the behavioral chain, a prompt hierarchy, and plan for fading prompts should be submitted. The candidate should conduct a pretest to determine with which step (in the task analysis) to begin instruction. Candidates will collect and graph data on the number of successful trials until the chain is mastered. This assignment will be submitted to Blackboard and LiveText.

ESPE 6500 Advanced Study of Teaching and Learning Strategies for Students with Exceptionalities (Field experience required)

33. The AUM candidate enrolled in ESPE 6500 must complete a 20-hour field experience in a setting serving students with disabilities. Candidates will identify evidence-based teaching and learning strategies for students with disabilities. An observation form must be completed each time the candidate visits the site. A final reflection sheet must be completed after the field experience hours are completed.

Physical Education (PHED) Courses:

PHED 6020 Elementary Methods in Physical Education (Field experience required)

34. The AUM candidate will observe K-6 students in physical education. Each candidate will teach lessons during their 30 clock hour observations.

PHED 6030 Advanced Methods of Teaching Physical Education

(Field experience required)

35. AUM candidates will observe instructional methods and evaluation of physical education students. The AUM candidate will be expected to teach lessons during the 30 clock hour observations.

PHED 6160 Advanced Adapted Physical Education (Field experience required)

36. Each AUM candidate will develop adapted physical education lesson plans to meet the needs of children with exceptionalities.

Appendix A

Application for Admission to Professional Education



COLLEGE OF EDUCATION

APPLICATION FOR ADMISSION TO PROFESSIONAL EDUCATION

All professional education requirements are not needed in order to complete and turn in the application.

Complete this form (type or print neatly) and return it to the Certification Office.

1. Name _____ Student ID#: _____
 AUM E-Mail _____@aum.edu
2. Identify the major/program area in which you seek admission: _____
3. Check the semester in which you wish to be admitted to Professional Education:
 - ___ Fall Semester, 20___ (Application due by June 15)
 - ___ Spring Semester, 20___ (Application due by October 15)
 - ___ Summer Semester, 20___ (Application due by March 15)
4. You must pass are three sections of the PRAXIS Core in order to be admitted to Professional Education. Have you scheduled the PRAXIS CORE assessment? _____
5. Students must complete the Alabama Interactive Training on Child Abuse:
 - a. Go to <https://aldhr.remote-learner.net/> Click Courses
 - b. Click 2018 Mandated Reporter Trainings
 - c. Click 2018 Child Abuse Mandated Reporters Training
 - d. Click Create New Account –Fill out required information
 - e. Click 2018 Child Abuse Mandated Reporters Training
 - f. Complete the 5 sections that include reading, watching videos, and taking quizzes.
 - g. When you are finished, print out your certificate of completion
6. Once you have Child Abuse Mandated Reporters certificate make an appointment with your assigned faculty member:

Program	Student's Last Name	Faculty Name	Faculty Contact (@aum.edu)
Secondary Ed.	A - H	Dr. Brooke Burks	bburks1
	I - P	Dr. Luke Smith	lsmith4
	Q - T	Mrs. Sherry Campbell	scampbe8
	U - Z	Dr. Tara Beziat	tbeziat
Early Childhood & Elementary	A - D	Dr. Gil Duenas	gduenas
	E - H	Dr. Nick Bourke	nbourke
	I - L	Dr. Tammy Shelley	tshelle1
	M - P	Dr. Erin Klash	eplash
	Q - S	Mrs. Michelle Tharpe-Baxter	mtharpe2
	T - V	Dr. Jan Hogan	jhogan3
Special Ed.	W - Z	Dr. Shelly Bowden	shudsonb
Special Ed.	A - Z	Dr. Kate Simmons	ksimmon2
Physical Education	A - H	Dr. Erin Reilly	ereilly
	I - P	Dr. Michael Gross	mgross3
	Q - T	Mrs. Andria Walker	aturner2
	U - Z	Dr. George Schaefer	schaefe

During the Interview students will be asked questions about the Mandated Reporters Training as well as questions that relate to Education and what they have learned in the Foundations courses. Once the interview is complete, students will receive an email from the faculty member; print the email and attached to the professional education application and present the entire package to the Office of Student Services and Teacher Certification Rm 301 Education Bldg.

Student's Signature _____ **Date** _____

If you require assistance in completing this form, please communicate with your advisor/instructor.

Appendix B

Cooperating Teacher – Evaluation of Field Experience Form

NOTE: You will need to make a copy of the *Cooperating Teacher Evaluation Field Experience Form* for EACH class that requires a Field Experience. This form should be given to your Cooperating Teacher the **first** day of your field experience.

Teacher Education Candidate's Name _____
Student # **SO** _____ Date _____
Course _____ No. of Hours _____
School _____ Grade _____

Cooperating Teachers: *Please complete this form at the end of the semester the teacher education candidate completes the field experience in your classroom. If the candidate only observed you teach, please do not mark him/her above a "2" in any area. If he/she taught some, it is expected that he/she will not make any higher than a "2" or "3" at this point in his/her career.*

Key:

1 -Unsatisfactory – Indicates the performance on this indicator is not acceptable. Improvement activities must be undertaken immediately.

2 -Basic – Indicates the performance is acceptable but needs additional work.

3 -Competent – Additional activities are required for performance to meet the outcomes.

Indicates the performance meets and sometimes exceeds expectations. Current practices are clearly acceptable.

4 -Exceptional – Indicates the performance is outstanding. No improvement is readily identifiable.

N/A – Not Applicable

- ___ Candidate understands the discipline related to the teaching field (content knowledge).
 - ___ Candidate understands how students from diverse backgrounds learn and develop.
 - ___ Candidate monitors a variety of flexible student groupings.
 - ___ Candidate models appropriate verbal and written communication.
 - ___ Candidate uses effective nonverbal communication skills.
 - ___ Candidate exhibits the professional dispositions, delineated in professional, state (including the Alabama Code of Ethics), and school standards while working with students and colleagues.
 - ___ Candidate is punctual and attends most of the days assigned.
 - ___ Candidate dresses professionally for the field experience.
 - ___ Candidate reacts professionally to all constructive criticism.
 - ___ Candidate takes initiative in the field experience.
 - ___ Candidate is productive throughout the field experience.
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