

# COLLEGE OF EDUCATION

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## WILLIAM PATERSON UNIVERSITY

### REQUIREMENT FOR CIED 2030, SPC 2550 and CIEE 5110: THE 20 HOUR FIELD EXPERIENCE

#### ROLE AND RESPONSIBILITIES OF THE CIED 2030, SPC 2550 CIEE 5110 CANDIDATE:

1. Check your WP e-mail for placement information. Contact the assigned teacher or Professor in Residence by e-mail or phone. Aim to begin the 20 hour experience by the fourth week of the semester and end by the tenth week.
2. Provide your teacher with a written schedule of days and times when you plan to attend, perhaps between two and four hours each week.
3. Plan on spending some time observing the children. Do not hesitate to learn their names, talk to them (not while the teacher is teaching), and help them with work they may not understand.
4. Discuss the lesson plan you are writing for CIED 2030, SPC 2550 and CIEE 5110. Discuss possible lesson plan topics and activities that are appropriate to the grade's curriculum.
5. Other activities: Observe the teacher teach, go to special subjects with the class (if possible), and help the teacher when asked by the teacher.

#### ROLE AND RESPONSIBILITIES OF THE TEACHER:

1. Welcome the student and encourage him/her to get involved with the children to the extent that you are comfortable. Refer to numbers 4 and 5 above for specific tasks to complete.
2. When possible, talk to the student about the "hows and whys" of what you do.
3. THE CANDIDATE IS NEVER TO BE LEFT ALONE WITH THE CLASS.
4. This is a non-evaluative experience, but please complete the checklist found on the time sheet, showing what was accomplished. Please sign the sheet upon completion of the 20 hours.
5. If you have any questions about this program, please feel free to call Nancy Norris-Bauer, Director, Office of Field Experiences, at 973-720-2108/2109. Thank you very much for your cooperation.

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### TIME SHEET AND EVALUATION FOR OBSERVATION TEACHER CANDIDATE

Candidate's Name \_\_\_\_\_ Semester \_\_\_\_\_  
 School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_  
 Principal \_\_\_\_\_ Instructor \_\_\_\_\_

**TIME SHEET:**

DATE	TIME IN	OUT	DATE	TIME IN	OUT	DATE	TIME IN	OUT

THE ABOVE INFORMATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE:

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher's signature \_\_\_\_\_ Date \_\_\_\_\_

*PLEASE PLACE A CHECK MARK AFTER ALL THE TASKS COMPLETED:*

CHECK MARK

1) Observes and records student needs and strengths.	
2) Discuss contextual factors: a. Community Issues b. School and Classroom Issues c. Student Characteristics d. Classroom Management Procedures	
3) Discuss one student who is below grade level or classified. Identify modifications and accommodations.	
4) Discuss teaching strategies.	
5) Discusses short and long range planning with the teacher.	
6) Grades a moderate amount of papers.	
COMMENTS:	

PLEASE RETURN THIS FORM TO YOUR INSTRUCTOR  
 FOR ASSISTANCE CALL 973-720-2108