Section 4

Overview of Field Experiences
OFFICE OF FIELD EXPERIENCES
William Paterson University

School Placements:
- Observations, In School Courses, Tutoring
- Practicum(s)
- Student Teaching

Website:
http://www.wpuni.edu/coe/departments/field/
- Staff
- Calendar
- Applications
- Handbooks and Materials
- Policies
- Special Programs
- Supervisor Resources
- Cooperating Teacher Resources
- Frequently Asked Questions
- Deadlines and Dates
- Workshops and Institutes

Application Deadline Dates:
All practicum and student teaching applications for the Spring 2013 semester are due on March 15, 2012. Please make sure four copies of your biographical data forms are attached to each application (regardless of whether you’ve handed them in with previous applications). Also, the application MUST be signed by an education advisor. We cannot accept it without a signature.

All practicum and student teaching applications for the Fall 2013 semester are due on October 15, 2012. Please make sure four copies of your biographical data forms are attached to each application (regardless of whether you’ve handed them in with previous applications). Also, the application MUST be signed by an education advisor. We cannot accept it without a signature.

Substitute License Information:
All College of Education Teacher Candidates need to apply for and acquire a substitute license to be prepared for ALL field work as part of the teacher preparation program.

Having a substitute license is necessary for the following reasons:
1. Most school districts require a substitute license and/or a criminal history background check which is part of the substitute license application process, for all teacher candidates participating in any field work that includes interaction with students. If you are not able to provide a criminal history background report and/or substitute license to the school district upon request, the school district has the right to ask you to leave and deny the placement.

This includes but is not limited to in-school courses (CIEE 3120 and 5120), tutoring (CIRL 3350 and 5110), practicum (CIEC 2000, CIEC 3000, CIEE 3010, CIEE 5170, CISE 3520, CISE 3520, SPC 3550, SPC 5750, SPC 6540, MUS 2880, MUS 3880, PECT 3970, PECT 3970) and student teaching (EDUC 4140, 4150, 4190, 5140, 5400).

2. A substitute license affords students the opportunity to substitute teach to gain valuable teaching experience, as well as build your resume.

3. A substitute license also affords students the opportunity to accept a permanent substitute teaching position in a district following student teaching before your certification arrives. Many times this leads to a full-time position.

When do I apply for a substitute license?
You should begin the application process as soon as you have completed 60 credits. The whole process can take up to 6 months. In an introductory course i.e. CIED 2030, SPC 2550, PECT 311, and CIEE 511.

How do I apply for a substitute license and what is involved?
1. You may contact and apply for substitute license through your local school district. Schools will only do this if you plan to substitute. The Office of Field Experiences also offers substitute workshops once a semester through which you may apply for a substitute license. Please see the OFFE calendar for dates and times.
2. As part of the substitute license application you must:
   a. Have a current Mantoux test (valid for one year). A Mantoux test is required by anyone employed by or acting as a volunteer in a school. The Mantoux test checks for tuberculosis and takes only a minute or two at a doctor’s office or on campus at the Health Center for a nominal fee.
   b. Complete a criminal history background check through MorphoTrak. All required information on this fingerprinting process is included in any substitute license application.
   c. Complete and submit to the school district with whom you are applying or all require documentation which is part of the application process.

What do I do with my Mantoux test results, criminal history report and substitute license?
   1. Make multiple copies of each document.
   2. Create a Teaching Profession file to keep all original documents.
   3. Provide a copy of your criminal history report to the instructor of any course that requires in–school work or tutoring.
   4. Provide copies of Mantoux test results, criminal history report and substitute license to the Office of Field Experience at least three months prior to beginning any practicum experience.
   5. Provide a copy of your Mantoux test results, criminal history report and substitute license to the school in which you are placed.

*William Paterson University, College of Education or the Office of Field Experiences does not accept, process or issue substitute licenses.

Speech/Hearing and Writing Assessments
Students must complete and pass the speech and hearing assessment as well as the writing assessment before participating in practicum. For information and dates: [http://www.wpunj.edu/coe/departments/cert/](http://www.wpunj.edu/coe/departments/cert/)

Reminders:
   • You must maintain a GPA of 2.75 or higher in order to take any education courses and a GPA of 3.0 in all education courses.
   • You need to acquire and submit a copy to your instructor a criminal history background clearance for fieldwork which involves any interaction with students.
   • You need to acquire and submit to OFE a substitute license before practicum and student teaching.
   • You must have a current, negative Mantoux test for all field work.
   • You must take, pass and submit scores to the Office of Certification the appropriate PRAXIS test(s) before student teaching. Students that will student teach during the fall semester, official scores must be submitted by August 1st. Students that will student teach in the spring semester, official scores must be submitted by January 1st.

Professional Dispositions:
   • Begin a Professional Portfolio to keep all important professional documents including substitute license, criminal history clearance letter, Mantoux test results, names and contact information of professional contacts, practicum and student teaching observation notes and evaluations and PRAXIS scores.
   • You never have a second chance to make a first impression. For all field work make sure you represent yourself in a professional manner.
     • Dress professionally
     • Put your cell phone away
     • Make sure you are on-time and prepared
     • Meet all scheduled days
     • Call the cooperating teacher and supervisor (if applicable) immediately if you are not able to attend the scheduled day
     • Do not chew gum in school, smoke within the school area
     • Use professional language
     • Learn and follow the rules and policies of the school

**OFE Contact Info:**
   Nancy Norris-Bauer (973) 720-2108/3529 norrisn@wpunj.edu
   Margaret Renn (973) 720-3978 rennm@wpunj.edu
   1600 Valley Road, Suite 3108
### WILLIAM PATERSON UNIVERSITY
### OFFICE OF FIELD EXPERIENCE OVERVIEW

<table>
<thead>
<tr>
<th>Course</th>
<th>Prof. Dev. Hours</th>
<th>Fspa credit</th>
<th>Days per week in field</th>
<th>Credits</th>
<th># OBSER (min.)</th>
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<tbody>
<tr>
<td><strong>PRACTICUM</strong></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>CIEC2000</td>
<td>3</td>
<td>.25</td>
<td>1 day 8 weeks</td>
<td>1</td>
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<tr>
<td>CIEC3000</td>
<td>8</td>
<td>.5</td>
<td>2 days + 2 weeks</td>
<td>2</td>
<td>2</td>
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<td>CIEE3010</td>
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<td>2</td>
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<tr>
<td>CIEE5170</td>
<td>3</td>
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<td>2</td>
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<td>CISE3520</td>
<td>6</td>
<td>.5</td>
<td>2 days</td>
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<td>2</td>
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<td>CISE5300</td>
<td>3</td>
<td>.25</td>
<td>1 day</td>
<td>3</td>
<td>2</td>
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<tr>
<td>SPC-3550</td>
<td>3</td>
<td>.25</td>
<td>1 day</td>
<td>2</td>
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<td>SPC5750</td>
<td>8</td>
<td>.25</td>
<td>2 days + 2 weeks</td>
<td>2</td>
<td>2</td>
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<tr>
<td>SPED6540</td>
<td>3</td>
<td>.25</td>
<td>1 day</td>
<td>2</td>
<td>2</td>
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<tr>
<td>MUSI3290 (K-5)</td>
<td>3</td>
<td>.25</td>
<td>1 day</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>MUSI4290 (HS)</td>
<td>3</td>
<td>.25</td>
<td>1 day</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>PETC3970 (K-5)</td>
<td>3</td>
<td>.25</td>
<td>1 day -(Monday)</td>
<td>1</td>
<td>2</td>
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<tr>
<td>PETC3980 (HS)</td>
<td>3</td>
<td>.25</td>
<td>1 day -(Monday)</td>
<td>1</td>
<td>2</td>
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<tr>
<td><strong>STUDENT TEACHING</strong></td>
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<td></td>
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<tr>
<td>EDUC 4140, 4150, 4190, 5140, 5400</td>
<td>15</td>
<td>1</td>
<td>(16 Weeks) full-time</td>
<td>10-12 depending on program</td>
<td>8</td>
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<tr>
<td>PHYS ED-1 &amp;2 ART 1&amp;2 GEN/SPED SPLIT</td>
<td>7.5 (1&amp;2)</td>
<td>1</td>
<td>8/8 - full-time = 16</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td><strong>SUMMER PRACTICUM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUMMER I PRACTICUM SPED 6540</td>
<td>3</td>
<td>.25</td>
<td>15 days = 90 hrs</td>
<td>3</td>
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<tr>
<td>SUMMER II PRACTICUM SPED 6540</td>
<td>3</td>
<td>.25</td>
<td>15 days = 90 hrs</td>
<td>3</td>
<td>2</td>
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**NOTE:**
**FIVE FULL DAYS EQUALS 1 PROFESSIONAL DEVELOPMENT HOUR FOR COOPERATING TEACHERS**

k:\groups\fieldexp\forms\overview.doc
APPLICATIONS ARE AVAILABLE ON THE OFFICE OF FIELD EXPERIENCES WEBSITE-

HTTP://www.wpuni.edu/coe/Departments/OFE/Applications/applications.htm

OR

1. GO TO WILLIAM PATERSON'S HOMEPAGE
2. CLICK ON ACADEMICS
3. THEN ... EDUCATION
4. THEN ... DEPARTMENTS
5. THEN ... OFFICE OF FIELD EXPERIENCES
6. APPLICATIONS (INCLUDES INSTRUCTIONS, BIOGRAPHICAL DATA FORM & FREQUENTLY ASKED QUESTIONS)
FIELD EXPERIENCE APPLICANTS

The following guidelines and information will assist you in your Practicum and Student Teaching field experience placements.

1. All applicants **MUST** have a substitute teachers license. A copy must be sent to the Office of Field Experiences along with an up-to-date Mantoux by June 1, 2011 or your school will be notified that you will not be doing your field experience. (Note the Health Center on Campus charges $5.00 for the Mantoux. You need to make an appointment – Mantoux’s are only given on Monday, Tuesday, Wednesday, and Friday).

2. You **must** notify the Office of Field Experiences immediately if it is necessary for you to postpone your placement to another semester or if you are dropping out of Practicum/Student Teaching.

3. You **must** notify the Registrar’s Office immediately of any changes in your name, address or telephone number. We use the contact information in Banner for mailings.

4. Placement grids will be posted on the large Office of Field Experiences bulletin board indicating the school district to which your placement request has been sent. *An “A” next to your name indicates acceptance by the school district. An “I” next to your name means that the school district or a particular school in the district requires that you be interviewed.* PLEASE NOTE: Preferences cannot be guaranteed.

5. **Respond to calls for interviews promptly.** Dress professionally. Practice interviewing. The Office of Field Experiences **will not** make multiple placement if interviews are missed.

6. In addition to submitting your application to the Office of Field Experiences, you must **register** for the necessary courses. CIEE 301 practicum students need to register for practicum and all courses in their assigned package. Undergraduate student teachers need to register for a paired technology (CIEE 413 – if you haven’t previously taken it) and seminar session. The seminar class meetings vary by program and credits (Note: some student teaching courses are only 10 credits and **not** full-time). You are required to attend seminars to pass student teaching.

7. You will receive information concerning an orientation which will be held at the beginning of the spring and fall semester. **Attendance at Orientations is required.** At the orientation you will be given assignment information and materials for your cooperating teacher.
TEACHING AND LEARNING COLLABORATIVE (TLC)

Placement Opportunities

TLC

Spend a full-year (Fall and Spring semesters) in an urban school district (usually a professional development school) for both your final practicum and student teaching. Be mentored by the same cooperating teacher and the same university supervisor as you learn about teaching in an urban setting. Teachers in these districts receive training in how to be good mentors. Special seminars and workshops will be part of the program. Opportunities for a job interview for possible employment will also be available.

If interested, please complete the attached form, and submit it with your practicum and student teaching applications to the Office of Field Experiences.

Interviews may be required.
Only a limited number of spaces are available for these programs.
www.wpunj.edu/coe/Departments/OFE
TEACHING AND LEARNING COLLABORATIVE (TLC)

Name: ____________________________________________
Address: __________________________________________

Home #: (____)-______ Work #: (____)-______ Cell #: (____)-______

WPU Banner#: __________________________ GPA: ____________
WPU E-Mail: ____________________________ @student.wpunj.edu

Undergraduate: ☐ Post-Baccalaureate: ☐ MAT: ☐

<table>
<thead>
<tr>
<th>District:</th>
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<tbody>
<tr>
<td>School:</td>
<td></td>
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<tr>
<td>Grade:</td>
<td></td>
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<tr>
<td>Teacher:</td>
<td></td>
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</tbody>
</table>

Explain why you would like to participate in this TLC program.

_______________________________________________________

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_______________________________________________________

Signature: ____________________________________________

Date: _____________________________