Special Case in Field Experience: Preparing Inquiring Educators

This report may be filed in a variety of circumstances but must be filed if the mid-term score for a practicum/student teacher is less than 60 mid-semester.

Concerns for or by a field experience student may be instructional or non-instructional. Instructional concerns may include lack of content knowledge or insufficient classroom skills. Non-instructional concerns may include lack of professionalism, lack of motivation, health problems, economic problems, communication difficulties, interpersonal relations, or other attitudinal issues or values.

Notification:

As early in semester as possible:

1. Student, cooperating teacher and supervisor confer to discuss area(s) of concern. Conference needs to be documented in writing.
2. Provide and evaluate progress within two (2) weeks of conference. If adequate improvement is indiscernible, a written declaration is filed with the Office of Field Experience and copies distributed to student, cooperating teacher, department advisor, supervisor, and field site principal/administrator.

Remediation:

1. Identify area(s) in need of improvement.
2. Suggest strategies to strengthen/overcome identified problem area(s).
3. Identify resource person and/or persons responsible for implementing improvement strategies.
4. Establish specific time line(s) for demonstrated improvement in identified area(s).
5. Complete and file Special Case Form with Office of Field Experience.

Alternatives:

* If remediation goals are not met, appropriate action will be taken
William Paterson University  
Office of Field Experiences  
300 Pompton Road, Wayne, NJ 07470-2103  
973-720-3132/2108/2109 - Fax: 973-720-3503 - www.wpunj.edu

**Special Case in Field Experience: Preparing Inquiring Educators**

<table>
<thead>
<tr>
<th>Practicum/Student Teacher:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>School:</td>
<td>District:</td>
</tr>
<tr>
<td>Principal:</td>
<td>Grade or Subject:</td>
</tr>
<tr>
<td>Cooperating Teacher:</td>
<td>Semester: Fall</td>
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<td>Supervisor:</td>
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A field experience assignment may create challenges which require identification and professional management. A student may experience difficulty with an area such as: classroom skills, management skills, content knowledge, or interpersonal relationships.

**Explanation of the problem:**

**Plan of Action for Improvement:**

<table>
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<tr>
<th>Competency</th>
<th>Goal</th>
<th>Specific Strategies For Improvement</th>
<th>Time Line for Improvement</th>
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(Please attach additional sheets as necessary for plan and comments.)

**Comments:**

**Student Signature**

**Date**

**Supervisor Signature**

**Date**

**Cooperating Teacher Signature**

**Date**

*This signature indicates that the student has seen this summary. It does not imply student agreement.*

The Office of Field Experience, in compliance with the “Family Educational Rights and Privacy Act of 1974” will, if requested by the candidate, provide the right to inspect and review these records.