

How Field Experiences are Determined.

Field experience students complete a web-based form which provides vital placement information such as requested grade level/content area, times/dates available, and availability of transportation. Additionally, information is gathered from our network of teachers about their class schedules and the field experiences they would like to work with.

Once this information is gathered we compare student requests to the available placements. Variables such as grade level, content areas, transportation, time of day, and diversity requirement must be considered when making these placements. Additionally, the personality and interests of the field experience student and teacher are also factored into placements.

Once a match is found the teacher will be notified via email of the potential placement to confirm it. Upon confirmation, the student is emailed all pertinent information such as teacher name, school, grade, and content area.

Shortly after sending this email the Coordinator of Student Field Placements will visit the field experience student's class to discuss the placements and answer any questions. The Coordinator will also provide the required forms and paperwork necessary for the completion of the field experience.

Students will have one week after this visit to contact their cooperating teacher and make arrangements for the completion of this experience. At this point, the field experience is fully in the hands of the students and they are solely responsible for completion of the experience. Depending on the field experience, students will be required to submit a mid-term evaluation to the Coordinator or the course professor. All field experiences require the completion of a log sheet and final evaluation. These must be turned in on or before the last Friday before finals week.

Periodically the Coordinator will visit a teacher's classrooms to check in on placements. Occasionally, a student may need extra assistance with a field experience or a situation arises in which an intervention is needed. These are managed through the Education Department and the Coordinator. Additionally, if students are not fulfilling the expectations of the field experience and the standards set forth by Wartburg and/or the partner schools the placement may be terminated.

Upon completion of the field experience and after the necessary forms are received, the student will usually be provided with a pass or fail grade for the experience. However, not all field experiences are graded on this pass/fail system as some are directly integrated in the class. For these field experiences it is up to the professor of that class to determine the impact of the field experience on the student's grade.