

UNIVERSITY OF ALASKA FAIRBANKS
School of Education
Office of Field Experiences

Bachelor of Arts in Elementary Education
Fieldwork Handbook

Student Name _____

It is the student's responsibility to maintain accurate and up-to-date documentation. Failure to complete required fieldwork experiences will result in a failing grade in the specific course(s) and will prevent the student from completing the BAE degree and degree certification program.

Fieldwork Handbook

Introduction

The Bachelor of Arts in Elementary Education degree and elementary teacher certification program is designed to prepare students to meet national and state standards for quality teachers, and to meet the standards that recognize, respect, and build upon the unique cultural, linguistic, and geographic factors specific to the Alaska context.

The BAE provides numerous opportunities for students to connect theory and practice in a variety of real classroom, school, and community contexts. The culminating (capstone) component of the program is a yearlong internship working with a mentor teacher in a school setting.

In order to prepare for the internship, each required education course includes prescribed fieldwork experiences. The fieldwork experiences are integrated into the coursework and are intended to complement and reinforce coursework concepts. Because research indicates that teachers are better prepared when theory and practice are utilized simultaneously, the fieldwork experiences will serve as the setting for the application and observation of teaching and learning theory.

Instructions

Read through the Fieldwork Handbook and become familiar with the fieldwork requirements. Many of the experiences can be completed prior to the semester when one enrolls in the class. **Fieldwork can be completed up to seven months prior to enrollment in the specific class.** This will provide options for students who may find it more convenient to complete activities during the summer months and/or during holiday breaks. By following the required documentation procedures, students will be able to fulfill fieldwork requirements at their own pace, however, **all experiences must be completed by the conclusion of the specific course.** (For example, all experiences for ED 350 must be completed before the final ED 350 class meeting.)

The fieldwork requirements for each education course are described in this handbook. A Fieldwork Log for each course is to be completed by the student and submitted to the course instructor before the last class meeting of that particular course at the end of the semester.

Each student will receive only one copy of the handbook. The handbook and copies of the Fieldwork Log should be organized in a three-ring binder. Make copies of the forms as needed, but do not use the original forms in the handbook. This will permit the student to make duplicates if necessary.

No student will receive a passing grade in any education course unless all fieldwork requirements are successfully completed prior to the conclusion of the class. Failure to successfully fulfill fieldwork requirements will prevent the student from completing requirements for the BAE degree. It is the student's responsibility to maintain accurate and up-to-date documentation.

Student Fieldwork Experience Worksheet

Name _____

Timeline for Completion of Education Fieldwork Experiences:

Complete this proposed timeline with your academic advisor. Project the semester that you plan to enroll in the course. Many fieldwork experiences can be completed up to seven months prior to enrollment in the specific course. Fieldwork experiences for ED 110, ED 201, and EDSE 482 must be completed concurrently with enrollment in the specific class.

Course Title	Semester/Yr
ED 110 Becoming a Teacher in the Twenty-first Century <i>(Fieldwork may only be completed during enrollment in the class)</i>	_____
ED 201 Introduction to Education <i>(Fieldwork may only be completed during enrollment in the class)</i>	_____
ED 304 Children’s Literature	_____
ED 330 Assessment of Learning	_____
ED 350 Communication in Cross-Cultural Classrooms or ANS/ED420 Alaska Native Education	_____
ED 410 Foundations of Literacy Development	_____
EDSE 422 Special Education -Curriculum & Strategies II: High Incidence	_____
EDSE 482 Special Education – Inclusive Classrooms for All Children <i>(Fieldwork may only be completed during enrollment in the class)</i>	_____

Internship Year _____

UNIVERSITY OF ALASKA FAIRBANKS

School of Education

Bachelor of Arts in Elementary Education

Student Responsibility Contract

(To be signed prior to beginning the required fieldwork placement for ED 201. A copy will be placed in the student's School of Education file.)

1. I will follow all School District and University rules and regulations.
2. I have read and will follow the State of Alaska Code of Ethics for the Education Profession.
3. I will conduct myself in a professional manner at all times.
4. I will be prompt and punctual in completing fieldwork experiences, classes, coursework, and all other related activities.
5. I will inform the school at least 30 minutes before my expected time in case of illness or unavoidable absence.
6. I will respect and preserve the confidentiality of all activities and relationships that are part of my fieldwork experiences. I may discuss, in a professional manner, situations, or problems that may arise in the schools with the UAF faculty as part of my teacher preparation program.
7. I will be responsible for completing assignments by the specified time for my university instructors and for my cooperating teacher(s).
8. I will strive in all ways to be a positive role model for the students with whom I work.
9. I recognize that as a university student, I am a guest in the schools and that if I violate any of the school district or university policies, or if my professional behavior does not meet expected standards, my placement may be revoked by the university or the school district.

Student's Name _____

Student's Signature _____

Date _____

ED 201 Introduction to Education

Fieldwork experiences for ED 201 can only be completed during the semester when the student is enrolled in ED 201. A classroom placement arranged by the Coordinator of Fieldwork Experiences is required.

Each student is required to complete and submit an ED 201 Survey form along with a 1-2 page autobiography. Both assignments are due at the beginning of the third class meeting. The survey form and the autobiography should be carefully proofread for content and grammar, as copies will be given to the cooperating teacher with whom the student will be placed.

Fieldwork Requirements

Students enrolled in ED 201 are required to spend **at least two hours per week for at least 10 weeks** working with a cooperating teacher in an elementary school classroom. The fieldwork is NOT to be completed in a shorter period of time.

Students will be assigned to a home school for the ED 201 fieldwork and will be expected to fulfill the remaining coursework fieldwork requirements in the same school when school-based experiences are appropriate. The Coordinator of Fieldwork Experiences will determine the school placements for students. Students must NOT solicit nor arrange placements, but may make specific requests. Final placement rests upon acceptance by a teacher and a principal.

A letter describing the fieldwork experiences will be sent to each cooperating teacher and building principal and should be read by the student prior to beginning the school placement. The cooperating teacher will be asked to complete an assessment form at the conclusion of the semester. The evaluation form will become a part of the student's School of Education file and will be used to meet one of the criteria for admission to the teacher education program and the professional year. The assessment will also be factored into determining the ED 201 course grade. Students MUST successfully complete the fieldwork in order to pass the course. Copies of the letter to teachers and the evaluation instrument are included in this handbook.

Students must maintain the ED 201 Attendance Log that is to be signed by the teacher during each visit.

Students must also maintain a reflective journal with an entry to be completed after each visit. At the conclusion of the course a final 2-3 page typed summary will be submitted to the instructor. The summary will be used to determine the course grade and is to be included in the student's professional portfolio.

ED 201 Introduction to Education

Documentation Required:

1. ED 201 Student Survey Form
2. Autobiography
3. Signed Student Responsibility Contract
4. Fieldwork Log with teacher's signature for each week
5. Reflective Journal with weekly entries
6. Final Summary Paper
7. Teacher Assessment Form to be completed by the teacher at the conclusion of the fieldwork experience

ED 304 Children's Literature

Fieldwork experiences may be completed during the summer, holiday breaks, weekends, evenings, or in the student's ED 201 home fieldwork school. If completed in the ED 201 home fieldwork school, the student must make timely arrangements with the cooperating teacher. If additional assistance is needed, contact the Coordinator of Fieldwork Experiences.

Fieldwork Requirements

Each student is required to complete at least 15 hours engaged in the following activities:

1. Select a book and read it to a preschooler.
2. Have a child read a book or story to you.
3. Select a book and read it to a group of primary-aged children. (At least 5 children)
4. Select a book and read it to a group of intermediate aged children. (At least 5 children)
5. Observe and assist in a school library for at least two hours.
6. Visit the public library. What activities are available for children? Make a sketch of the library with emphasis on the children's and juvenile sections.

Documentation Required

1. ED 304 Fieldwork Log with appropriate signatures
2. Fieldwork Forms to be submitted to the instructor:
 - a. Reading to a Preschooler
 - b. Listening to a Reader
 - c. Reading to a Group of Primary Students
 - d. Reading to a Group of Intermediate Students
 - e. Observing/Assisting in a School Library
 - f. Visiting the Public Library

ED 330 Assessment of Learning

Required fieldwork experiences may be completed at any time during enrollment in ED 330 or up to seven months prior to class enrollment.

Fieldwork Requirements

Each student is required to complete at least 15 hours engaged in the following activities. Please note that some of the fieldwork experiences are required while others are highly recommended, but not mandatory.

1. Subscribe by e-mail to the Department of Education and Early Development newsletter, "Information Exchange," for at least 4 months. (Required)
2. Visit the UAF Museum. (2 Hours) (Required)
3. Arrange to participate in a docent-led program with elementary or middle school students. Docents are museum teachers who direct educational programs including tours through the museum collection for elementary and middle school students. Programs and tours are conducted Monday through Friday mornings. (2-4 Hours) (Strongly recommended)
4. Attend at least one Fairbanks North Star Borough School District School Board meeting. Meetings are held on Tuesday evenings in the School Board Room at the School District Administration Center in Downtown Fairbanks, 521 Fifth Avenue. Meetings are open to the public. (3 Hours) (Required)
5. Interview the parent of a preschool child. Interview the parent of a school-age child. (2 Hours) (Required)
6. Attend and participate in at least one student portfolio assessment at an elementary school. (3 Hours) (Required)
7. Participate in writing portfolio assessments at Tanana Middle School for one or two evenings in April. (3-6 Hours) (Strongly Recommended)

Documentation required

1. ED 330 Fieldwork Log
2. ED 330 Form for Information Exchange
3. ED 330 Form for UAF Museum activity(ies)
4. ED 330 Form for Fairbanks School Board meeting
5. ED 330 Parent Interview Forms
6. ED 330 Elementary Portfolio Assessment Form
7. ED 330 Tanana Middle School Writing Portfolio Assessment Form (Strongly Recommended)

**ED 350 Communication in Cross-Cultural Classrooms
or
ANS/ED420 Alaska Native Education**

ED 350 or ANS/ED420 fieldwork experiences may be completed during the summer holiday, other holiday breaks, weekends, evenings, or during the school year and may be completed up to seven months prior to enrollment in ED 350 or ANS/ED 420. Students are required to work in a context in which the culture, language, ethnicity, etc. of the participants are different from their own.

Fieldwork Requirements

Students are required to spend at least 15 hours engaged in the following activities:

1. Attend and spend at least two hours at an Alaska Native community or university event such as World Eskimo Indian Olympics (WEIO), Festival of Native Arts, Special events at the UAF Museum, Tuma Theatre, Rural Student Services functions such as Blast Off, etc.
Following the experience, the student is to complete a 1-2 page reflective journal entry that will be submitted to the instructor of the course.
2. Volunteer to work with an Alaska Native agency such as Fairbanks Native Association, FNA Head Start, or Denakkanaaga Elders program. Consult the Office of Fieldwork Experiences for placement information.
3. Volunteer to assist an Alaska Native Education Liaison in a school setting. Placements will be in the ED 201 Home Fieldwork School unless the school does not qualify for an ANE Liaison. Consult with your cooperating teacher and/or the coordinator of Fieldwork Experiences to make arrangements to volunteer.
4. Volunteer to work as a tutor or as a study partner with Rural Student Services. Rural Student Services is located on the fifth floor of the Gruening Building.

Documentation Required

1. ED 350 or ANS/ED 420 Fieldwork Log with appropriate signatures
2. Alaska Native event reflection paper
3. Reflective Journal with entries following each activity
4. Final 2-3 page typed summary to be submitted to the instructor (Will be included in the student's portfolio.)

ED 410 Foundations of Literacy Development

ED 410 fieldwork experiences may be completed at any time during enrollment in ED 410 or up to seven months prior to enrollment.

Fieldwork Requirements

Each student is required to complete at least 15 hours engaged in the following activity(ies).

1. Volunteer to work with either a child or an adult as a tutor with the Literacy Council
Students who choose to fulfill this requirement will be given instructions to schedule tutoring sessions with the Literacy Council
2. Volunteer to tutor a child or a small group in reading
Students may volunteer to work with a child or a small group of children in the ED 201 home fieldwork school. If assistance is needed to arrange a practicum, contact the Office of Fieldwork Experiences.
3. Volunteer to observe or assist a classroom teacher during the language arts/reading block. Consult with your cooperating teacher in your ED 201 Home fieldwork school for suggestions.
4. Volunteer to work with an adult participating in the Adult Learning Programs of Alaska.

Documentation Required

1. ED 410 Fieldwork Log with appropriate supervisory signatures and comments
2. Final 2-3 page reflective summary paper to be submitted to the instructor

EDSE 482 Inclusive Classrooms for All Children

EDSE 482 fieldwork experiences must be fulfilled in an intensive resource classroom either during public school special education summer school or during the regular school year. Requirements may be completed during enrollment in EDSE 482 or up to seven months prior to enrollment. Placements are arranged through the Office of Fieldwork Experiences.

Each student is required to complete and submit an EDSE 482 Survey form along with a 1-2 page autobiography. Both assignments are due at the beginning of the third class meeting. The survey form and the autobiography should be carefully proofread for content and grammar, as copies will be given to the cooperating teacher with whom the student will be placed.

Fieldwork Requirements

Each student is required to complete at least 15 hours engaged in the following activity(ies):

- 1. Assist in an intensive resource classroom for at least one hour weekly.**

The fieldwork may NOT be completed in less than 12 weeks. At the conclusion of each visit, the student is required to prepare a one-page journal entry. The journal will serve as the basis for a 2-3- page reflective summary paper to be written and submitted to the instructor at the conclusion of the course. Each cooperating teacher will be asked to complete a teacher assessment form. The assessment and both the journal and the summary paper will be used as criteria for determining the grade for the course. All students must successfully complete the fieldwork requirements in order to pass EDSE 482.

OR

- 2. Assist in an intensive resource classroom for at least one hour daily during public school special education summer school.**

At the conclusion of each visit, the student is required to prepare a brief journal entry. The journal will serve as the basis for a 2-3 page reflective summary paper to be written and submitted to the instructor at the conclusion of the course. Each cooperating teacher will be asked to complete a teacher assessment form. The evaluation and both the journal and the summary paper will be used in determining the grade for the course. All students must successfully complete the fieldwork requirements in order to pass EDSE 482

EDSE 482 Inclusive Classrooms for All Children

Placement for fieldwork experiences will be made by the Office of Fieldwork Experiences. Students must NOT solicit nor arrange placements, but may request specific schools. When possible, students will be placed in an intensive resource classroom in their ED 201 home fieldwork school.

Documentation Required

1. EDSE 482 Student Survey Form
2. Autobiography
3. EDSE 482 Fieldwork Log with teacher signatures
4. Reflective Journal with entries written after each visit
5. Final Summary paper
6. Teacher Assessment Form

EDSE 422 Curriculum and Strategies II: High Incidence

EDSE 422 fieldwork experiences require that students volunteer to assist individuals with disabilities through participation in community events. Requirements may be completed during enrollment in EDSE 482 or up to seven months prior to enrollment. Placements are arranged through the Office of Fieldwork Experiences.

Each student is required to complete and submit an EDSE 422 Survey form along with a 1-2 page autobiography. Both assignments are due at the beginning of the third class meeting. The survey form and the autobiography should be carefully proofread for content and grammar, as copies will be given to the person(s) with whom the student will be placed.

Fieldwork Requirements

Each student is required to complete at least 15 hours engaged in the following activity(ies):

1. Participate in a community-based educational activity or event involving individuals with disabilities (Very Special Arts Festival, Special Olympics, Therapeutic Recreation Activities, etc.) The student is responsible for locating such events, but lists of suggested activities will be available from the class instructor and the Coordinator of Fieldwork Experiences. The course instructor may choose to provide specific placements requirements.
2. For students who choose to complete the fieldwork prior to enrollment in the course, participation in at least 2 Fairbanks North Star Borough Parks Recreation and Therapeutic Recreation activities for at least 3 times for a total of 15 hours is acceptable. Students may also combine attendance and participation in special events as described in number 1.

Documentation Required:

1. EDSE 422 Student Survey Form
2. EDSE 422 Autobiography
3. EDSE 422 Fieldwork Log with appropriate signatures of supervisors or persons in charge
4. Reflective Journal with entries after each fieldwork activity
5. Three page final fieldwork experience summary paper