



School of Education

Early and Varied Field
Experience Hours
Handbook
2009-2010

Welcome to Southern New Hampshire University's School of Education. This handbook is designed to provide you with helpful information about the field experience requirements that are an integral part of your preparation to become a professional educator. A key component of the School of Education's conceptual framework is "Theory into Practice". Field experiences are designed to provide you with opportunities to both observe and practice the concepts and ideas you are exploring in your coursework. These experiences provide early and varied opportunities for you to put "theory into practice" in ways that cannot be replicated in a college classroom.

You will be gradually introduced to the full range of experiences associated with an educator's role. Each certification program requires a minimum of 100 hours of field experience, with an additional 20 hours required of students adding a special education certification. While field experiences are documented in terms of hours, you are encouraged to focus on the learning that occurs during each experience. Reflection is a critical component of all field experiences, and is an important step on the road to becoming a reflective practitioner (also a component of the School of Education's conceptual framework). There are two avenues for completing your field experience requirements. They are course-embedded field experiences and student selected field experiences.

Course-Embedded Field Experiences

The majority of your field experiences will be completed as part of your required coursework. School of Education faculty identified those courses whose content would be significantly enhanced by related field experiences. These field experiences are guided by specific assignments identified in the course syllabus. Specific information and evaluation criteria for course-embedded field experiences will be provided by the course instructor. See Appendix 1 for courses with required embedded field experiences.

Student-Selected Field Experiences

A number of opportunities will become available for you to participate in field experiences of your choice. This enables you to participate in experiences that support your personal goals. Throughout the year the School of Education will advertise opportunities for a variety of field experiences, such as Family Math Nights, tutoring, opportunities to assist local schools with special programs, and participating in professional development offerings with practicing teachers. You are encouraged to take advantage of these opportunities, as well as to seek out other opportunities that might be available to you. Student-selected field experiences must meet at least one of the following criteria:

- The experience must take place in a school setting (either public or private) or
- The experience provides opportunities for interaction with professional educators or
- The experience includes interaction with students who fall within the chronological age-range of the students you will be certified to teach.

Guidelines for Field Experiences

Students must receive permission from the course instructor prior to contacting any school. In most cases, the course instructor will either provide direct assistance in finding a placement, or will have you complete a Field Experience Placement Request Form (Appendix 2). Completed forms should be submitted to the Office of Teacher Certification in the School of Education. This form must be completed even if you have a site in mind for your placement. Because of the volume of requests local schools receive from students enrolled in local colleges and universities, they have asked that all requests be coordinated through the Office of Teacher Certification. **You may not contact a school to request a field placement without prior approval from your instructor or the Office of Teacher Certification.**

Remember that you are being viewed as a prospective colleague or employee by the teachers and administrators of the schools you visit. You are representing not only yourself, but you are also an ambassador for SNHU and the School of Education. Please be professional at all times and adhere to the following guidelines. Failure to follow these guidelines may result in removal from the field experience and/or the Teacher Certification Program.

- Keep scheduled appointments, and be punctual for those appointments. Illness or emergencies are the only legitimate excuses for not keeping an appointment. If illness or an emergency prevent you from keeping the appointment, notify the school immediately by telephone.
- Immediately check in at the office when participating in a field experience in a school, even if you have visited that school numerous times before. Wear your SNHU student identification, as well as any other identification required by the school during the entire field experience.
- Be able to explain the purpose of the field experience to the mentor teacher or other individuals responsible for facilitating the field experience.
- Dress appropriately. Remember, students are impressionable and they view you as a teacher. Dress conservatively and in a professional manner.
- Be respectful of the learning environment. Food and drinks should not be brought into the field experience site. Cell phones should remain off or silenced during the field experience.
- Remember that you are preparing for a profession, and your conduct and behavior should reflect that of a professional at all times.
- Respect and honor the confidentiality of all interactions with school districts, administrators, teachers, and students.
- You may not be left alone to supervise students at any time. If a teacher asks if he or she can leave you with the students to make a phone call, make copies, etc. it is important you let them know that you may not legally be left alone to supervise the students.
- In the event you have issues or concerns with your field experience, contact your instructor immediately. If the experience is not embedded within a course, contact the Office of Teacher Certification in Belknap Hall.
- Demonstrate that you believe that each student can achieve at the highest level possible for that student. Show respect for students' varied talents and perspectives.
- Provide the Mentor Supervisor a letter of introduction and/or a copy of the field experience assignment. Agree upon dates and expectations.
- You are responsible for your education. Field experiences provide rich opportunities for you to practice your developing skills. Take advantage of these opportunities to continue to grow as a potential educator.

Early and Varied Field Experience Hours – Varied Grade Levels and Placements

Early and varied field experiences (EVFE) provide you with opportunities to interact with a range of students in diverse settings. To ensure your experiences provide you with these opportunities, you are required to complete your field experience requirements in **at least three different school districts**. Additionally, your experiences need to span the grade levels/ages of the students you will be teaching.

EVFE hours must be documented on the *Record of Field Experience Hours* form (Appendix 4). The documentation provides important data to the School of Education and provides evidence that a candidate has met the EVFE requirement when applying for admission to student teaching. In addition to documenting each experience, continuously update the *Summary of Field Experiences Hours* forms (Appendix 3). This will enable you to view your progress toward meeting all field experience criteria, including grade spans, three different school districts, and a minimum of 100 hours.

The following are minimum requirements for each certification area:

Early Childhood Education – minimum number of hours in each of the following age spans:

- Pre K 10 hours
- Grades K -1 20 hours
- Grades 2-3 20 hours

Elementary Education – minimum of 10 hours in each of the following grade spans:

- Grades K-1
- Grades 2-3
- Grades 4-6
- Grades 7-8

Secondary Education – minimum of 35 hours in each of the following grade spans:

- Grades 5-8
- Grades 9-12

Special Education Certification – minimum of 10 hours in each of the following grade spans:

- Grades K-8
- Grades 9-12

Criminal History Background Checks

Students in teacher preparation programs interact with the public schools as student teachers and interns. They also participate in early experiences in school settings. The School of Education requires that each student submits to a criminal history background check prior to beginning field experiences in the public schools. The School of Education will provide opportunities to meet this requirement throughout the year. Notice of these opportunities will be sent to all students in the School of Education via SNHU email. Additionally, it will be announced during all EDU, DEV, RDG, and SPED classes. Notices will be displayed in Stark Hall, Belknap Hall, and Frost Hall.

Southern New Hampshire University has designated Judy Timney, Assistant Dean of the School of Education, as the campus coordinator to administer the Criminal History Background Checks as required by New Hampshire RSA 189:13-a. Southern New Hampshire University staff can perform the fingerprinting and will submit forms and fees (paid by the student) to the New Hampshire State Police, Division of Criminal Records for the student. The campus coordinator will receive the criminal history notification letter and, in turn, will notify all school administrative units, school districts, and charter schools, upon student request that the student will attend during their continuous enrollment in the educator preparation program. Continuous enrollment is defined as a student's uninterrupted attendance in the educator preparation program without a break of one semester or more. It shall be the student's responsibility in the educator preparation program to notify the program's coordinator of any changes in their criminal history status. If a student fails to notify the coordinator of any changes in the student's criminal history status, there is cause for the student to be removed from the program by Southern New Hampshire University.

Upon student request the coordinator will forward verification to the school/district. While this statewide policy has been established to accommodate students in higher education it should be understood that some schools/districts will not accept this verification.

B.A. Early Childhood Education with Certification PreK-3

EDU 200	Intro to Education	10 hours
EDU 270	Foundations of Teaching and Learning	24 hours
EDU 330	Mathematics Instruction/Young Children	10 hours
EDU 361	Emerging and Early Literacy: Developing Reading & Writing Grades K-4	10 hours
EDU 371	Curriculum Instruction and Assessment: Grades K-4	10 hours
SPED 210	Early Childhood Special Education	10 hours
EDU 490	Student Teaching and Seminar	16 weeks

M.Ed. Early Childhood Education with Certification PreK-3

DEV 560 or DEV 565	Family and Culture; or Play	10 hours
DEV 601	Child Assessment	10 hours
EDU 503	Methods of Teaching Elementary Mathematics	10 hours
EDU 521	Exploring the Principles of Education	10 hours
EDU 551	Integrated Elementary Curriculum, Instruction, and Assessment: Grades K-4	10 hours
EDU 571	Student Teaching and Seminar	16 weeks
RDG 503	Emergent and Early Literacy Development	10 hours
SPED 501	Exceptional Child	10 hours

B.A. Elementary Education with Certification K-8

EDU 200	Intro to Education	10 hours
EDU 270	Foundations of Teaching and Learning	24 hours
EDU 335	Methods of Teaching Elementary Mathematics	10 hours
EDU 361	Emerging and Early Literacy: Developing Reading & Writing Grades K-4	10 hours
EDU 362	Literacy in the Content Areas: Grades 5-12	10 hours
EDU 371	Curriculum Instruction and Assessment: Grades K-4	10 hours
SPED 260	Children with Exceptionalities	10 hours
EDU 490	Student Teaching and Seminar	16 weeks

M.Ed. Elementary Education with Certification K-8

EDU 503	Methods of Teaching Elementary Mathematics	10 hours
EDU 521	Exploring the Principles of Education	10 hours
EDU 551	Integrated Elementary Curriculum, Instruction, and Assessment: Grades K-4	10 hours
EDU 552	Curriculum, Instruction & Assessment Middle and Secondary	10 hours
EDU 571	Student Teaching and Seminar	16 weeks
RDG 503	Emergent and Early Literacy Development	10 hours
RDG 504	Content Area Literacy	10 hours
SPED 501	Exceptional Child	10 hours

B.A. Secondary Education Certification Programs with Certification 5-12

EDU 200	Intro to Education	10 hours
EDU 318	Methods of Teaching Secondary Education	20 hours
EDU 320 or EDU 326	Methods of Teaching English; or Methods of Teaching Social Studies	20 hours
EDU 362	Literacy in Content Area: Grades 5-12	10 hours
SPED 260	Children with Exceptionalities	10 hours
EDU 490	Student Teaching and Seminar	16 weeks

M.Ed. Secondary Education with Certification 5-12

EDU 521	Exploring the Principles of Education	10 hours
EDU 552	Curriculum, Instruction & Assessment Middle and Secondary	10 hours
EDU 560 or EDU 565	Methods of Teaching English in Middle and High Schools; or Methods of Teaching Social Studies in Middle and High Schools	30 hours
EDU 571	Student Teaching and Seminar	16 weeks
RDG 504	Content Area Literacy	10 hours
SPED 501	Exceptional Child	10 hours

M.S. Business Education with Certification 7-12

MBE 610	Improvement of Instruction	20 hours
MBE 620	Curriculum Development	20 hours
MBE 641	Technology for Teachers II	10 hours
MBE 650	Work-based learning and Student Organizations	10 hours
MBE 700	Student Teaching	16 weeks

B.A. Child Development/Early Care and Education Concentration (non-certification)

DEV 103	Infant and Toddler	20 hours
EDU 200	Intro to Education	10 hours
SPED 210	Early Childhood Special Education	10 hours
DEV 424	Assessment and Intervention During Early Childhood	10 hours
DEV 499	Internship	75 hours

B.A. Child Development/Family Studies Concentration (non-certification)

EDU 200	Intro to Education	10 hours
SPED 210	Early Childhood Special Education	10 hours
DEV 424	Assessment and Intervention During Early Childhood	10 hours
DEV 499	Internship	75 hours

B.A. Child Development/Early Childhood Leadership Concentration (non-certification)

EDU 200	Intro to Education	10 hours
SPED 210	Early Childhood Special Education	10 hours
DEV 424	Assessment and Intervention During Early Childhood	10 hours
DEV 499	Internship	75 hours

M.Ed. Child Development/Administration or Student-Designed Concentration (non-certification)

DEV 560	Family and Culture	10 hours
DEV 565	Play	10 hours
DEV 601	Child Assessment	10 hours
DEV 699	Child Development Practicum	150 hours



School of Education

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Field Experience Placement Request Form

_____ I would like assistance finding a placement.

_____ I have a placement in mind and am seeking permission to contact the site myself. (Indicate the name of the person you plan to contact and the school he/she is associated with.)

Student Name: _____

Phone: _____ SNHU Email address: _____

Course Name/Number: _____ Instructor: _____

Certification/Degree:

_____ Child Development _____ Early Childhood Education _____ Elementary Education
_____ Secondary Social Studies _____ Secondary English _____ Business Education _____ ESOL

Provide a brief description of the field experience requirements:

When does the field experience need to begin? _____

Indicate your preferences for grade spans for this field experience. Place a "1" beside your first choice; "2" beside your second choice, etc.

_____ (PreK) _____ (K-1) _____ (2-3) _____ (4-5) _____ (6-8) _____ (9-12)

Do you have your own transportation? _____ Are you willing to carpool? _____

Is there any additional information that would be helpful for us to know prior to placement?

If you have embedded hours in other courses this term, note here and fill out a separate request form:



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Summary of Field Experience Hours: Early Childhood Education

Student Name: _____

Signature: _____

Students are required to spend a minimum number of hours in each grade span. The total minimum time requirement for field experiences is 100 hours (120 if seeking Special Education Certification). THESE HOURS MUST BE COMPLETED IN AT LEAST 3 DIFFERENT SCHOOL DISTRICTS.

Age/Grade Requirement	School District (if applicable)	Content Area Observed	Number of Hours Completed	Course # in which Hours were completed (if applicable)
Pre- K (10 hours)				
Grade K-1 (20 Hours)				
Grads 2-3 (20 Hours)				



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Summary of Field Experience Hours: Elementary Education

Student Name: _____

Signature: _____

Students are required to spend a minimum number of hours in each grade span. The total minimum time requirement for field experiences is 100 hours (120 if seeking Special Education Certification). THESE HOURS MUST BE COMPLETED IN AT LEAST 3 DIFFERENT SCHOOL DISTRICTS.

Grade Level Requirement	School District (if applicable)	Content Area Observed	Number of Hours Completed	Course # in which Hours were completed (if applicable)
Grades K- 1 (minimum 10 hours)				
Grades 2-3 (minimum 10 Hours)				
Grades 4-6 (minimum 10 Hours)				
Grades 7-8 (minimum 10 hours)				



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Summary of Field Experience Hours: Secondary Education

Student Name: _____

Signature: _____

Students are required to spend a minimum number of hours in each grade span. The total minimum time requirement for field experiences is 100 hours (120 if seeking Special Education Certification). **THESE HOURS MUST BE COMPLETED IN AT LEAST 3 DIFFERENT SCHOOL DISTRICTS.**

Grade Level Requirement	School District (if applicable)	Content Area Observed	Number of Hours Completed	Course # in which Hours were completed (if applicable)
Grades 5- 8 (minimum 35 hours)				
Grades 9-12 (minimum 35 Hours)				



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Summary of Field Experience Hours: General Special Education

Student Name: _____

Signature: _____

Students are required to spend a minimum of 10 hours in each of the above grade spans. The total minimum time requirement for field experiences is 100 hours (120 if seeking Special Education Certification). THESE HOURS MUST BE COMPLETED IN AT LEAST 3 DIFFERENT SCHOOL DISTRICTS.

Age/Grade Requirement	School District (if applicable)	Content Area Observed	Number of Hours Completed	Course # in which Hours were completed (if applicable)
SPED Elementary Grades K - 8 (minimum 10 hours)				
SPED High School Grades 9 - 12 (minimum 10 Hours)				



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Field Experience Informed Consent

I have read the Early and Varied Field Experience Handbook and agree to abide by the information and guidelines contained within the document. I understand that failure to abide by these guidelines may result in removal from the field experience and/or the Teacher Certification Program.

Print Name

Student ID Number

Signature

Date

THIS FORM MUST BE ON FILE WITH THE SCHOOL OF EDUCATION PRIOR TO PARTICIPATING IN ANY EARLY AND VARIED FIELD EXPERIENCES.