

UWB School of Educational Studies Field Placement Plan:

What structures does your program have in place to scaffold candidate placements?

Communication about the placement selection process, term-by-term calendar, expectations and responsibilities begin with a series of orientation and professional development seminars at the very beginning of the candidates' program, often before their first term begins. Additional and more detailed information is communicated to candidates throughout each subsequent term and in multiple modalities including a canvas page for each cohort providing quarter by quarter information, assignments, and calendars. Candidates fill out a placement survey, sharing their preferences regarding district, and grade level as well as information about languages spoken, and any need for accommodations.

How are expectations communicated to each person involved in candidate placements?

In addition to the above, cooperating teachers and field instructors are provided with information regarding expectations and responsibilities at the start of student teaching and at the start of each quarter. A placement meeting is held with candidates and cooperating teachers where schedule information is shared, and field instructors meet with candidates and cooperating teachers at each school site in September to go over expectations and schedules.

What role/responsibilities does each person fulfill in a candidate placement?

Placement Coordinator: Gather information from candidates and districts, communicate placement requests, facilitate & finalize placements via meetings/interviews between candidates and cooperating teachers (sometimes principal), inform & support all members of the placement team throughout student teaching (CT's, Field Instructors, candidates). District: Collect placement requests from coordinator and communicate internally, following district protocol. Communicate with the coordinator until placements are confirmed or when no additional placements are available. Principal: If applicable, make cooperating teacher recommendations, attend placement meetings, confer with the district and building cooperating teacher post-meeting/interview.

How are evaluations conducted and collected over the course of the field experiences?

Observations and evaluations are conducted by University field instructors throughout the length of the internship. A minimum of two observations are completed during the first term and four during the final internship term. Designated lesson plan and lesson observation forms are implemented. Field instructors provide observation notes to the placement coordinator. Quarterly evaluations & observations are conducted by cooperating teachers, which are also submitted to the placement coordinator. Observation and evaluation forms are collected either in *Sharepoint* folders or in *Canvas*.

What opportunities exist for providing feedback before, during and after the placement?

Pre-placement survey of candidates provides feedback about candidate preferences, and the placement meeting (includes mentor teacher and candidate) provides the opportunity to confirm or not confirm the

placement. During the placement, students have the opportunity to provide feedback in their student teaching seminars. A comprehensive feedback survey is distributed to candidates at the conclusion of their placement providing reflections on their experiences throughout student teaching.

Policies, procedures for handling student teaching placement concerns:

Students, field instructors and cooperating teachers who have concerns about issues arising from student teaching placements are encouraged to first have direct conversations with the other person(s) involved, and are welcomed to request support from UWB placement coordinators or faculty as needed for these conversations. Most concerns can be resolved through this direct communication and protocol. When concerns are not resolved at this level, placement coordinators can provide follow up support including organizing a Student Support Team meeting.