Field Experience Frequently Asked Questions (FAQ)

Important note: Please consult this list *before* emailing a professor or placement office with any questions regarding field experiences. **<u>All links below can also be found on the Office of Educator Development and Clinical Practice (OEDCP) home page,</u>** which is the *best* resource for finding answers to all of these questions and more.

COMPLETE LIST OF HOW-TOs:

(*Looking for **Student Teaching** paperwork help? <u>Our Student Teaching FAQ page can be found here</u>*)

The links below will help you navigate several required processes. These links can also be found in the answers they apply to below:

Paperwork How-Tos:
- Complete Paperwork Overview
- Complete Paperwork Overview - Presentation Only
- How to Digitally Sign in Adobe
- JCPS Portal Log-In Troubleshooting Steps
- How to Combine Files in Adobe Acrobat
- CAN Check .PDF How-To

Field Experience Orientation and Logs:
- Field Experience Log
- Field Experience Log How-To
- Field Experience Orientation

Other Helpful Links:
- OEDCP Homepage
- CAN Check Website
- Adobe Creative Cloud (To download Acrobat Pro/other Adobe programs). Log in with U of L username and password
- Guide to KECS (Kentucky Educator Credentialing System)
- Praxis Score Requirements for Kentucky Licensure
- HOW TO: View Feedback in Blackboard Ultra

BACKGROUND CHECKS

- **What are the different background checks required and how do I complete them?**
  In order to observe in JCPS schools, students will need to complete a volunteer background check, a state-level background check ($10, must be renewed **every 5 years**), and a Child Abuse and Neglect (CAN) check ($10, must be renewed **every year**).

Directions on completing each of these checks can be found at the following HERE. Note that you can use the timestamps in the description to find the segment that you need.
 ** Students under 18 will have to complete all background checks except for the free JCPS check, which they will have to complete after their 18th birthday. Students under 18 will have to submit a parental permission form AND parental ID as part of the CAN check. **

- **How long are background checks good for?**
  The JCPS paid volunteer background check (through MySchoolBucks) expires after **five** years.
  The CAN check expires **every year (12 months after the date printed at the bottom of the CAN)**, so students must keep track to ensure theirs is up-to-date.
  The free JCPS volunteer check never expires.

- **Does my background check for [other job] carry over to JCPS?**
  Unfortunately, all background checks must be processed through the JCPS system – no checks from other jobs or volunteer work will be accepted. The exception to this rule is if the student is already a JCPS substitute teacher – if this is the case, students should inform both their course instructor and the placement office**.**

- **Will my CAN check automatically be sent in to JCPS for processing?**
  NO, your CAN check is the only documentation that must be manually uploaded to the JCPS portal. The process for downloading your report and uploading it to JCPS can be found HERE.

- **Why was my CAN rejected?**
  There can be several reasons for this. Usually it involves an issue with the identification you uploaded to your application. Be sure to submit a clear photo of your ID with your application. In addition, students under 18 years of age **require** parental permission (a signed document and identification) in order to be processed.

- **I need a copy of my CRC/IdenToGo background check from JCPS. How can I get this?**
  You will have to contact Employee Relations at (502) 485-3175 or email emprelations@jefferson.kyschools.us to get a copy of your Criminal Record Check (CRC - Identogo Background Check). You *cannot* obtain a copy of the background check run through MySchoolBucks.

FIELD EXPERIENCE HOURS

- **Can I count hours for more than one course?**
  No, students cannot "double dip" field experience hours. If students are taking two courses that require hours, students must obtain **separate hours for each course**. This means that if course A requires 18 hours and course B requires 12 hours, students should have at least 30 hours by the end of the semester.

- **How many hours do I need to be placed into student teaching?**
  In order to be admitted into student teaching, students must obtain a minimum of **200 hours** of field experiences. These 200 hours must involve experience at **all grade levels (elementary, middle, AND high, regardless of certification area)** and include a **minimum of 1 hour each** in the following

areas: classroom observations, student tutoring, experience with parents, participation in a PLC meeting, attending an SBDM meeting, attending a board meeting, and helping teachers or other school professionals.

- **What is my deadline to complete hours? What are session 1 and session 2?**
All hours that are required through a course must be completed by the end of the semester at the very latest (although students should check with their professor, as their requirements may vary). If a student does not obtain the required number of hours by the deadline, they are at risk of **failing the course** and need to schedule a meeting with their professor to discuss options.

For students in EDTP 107, the semester is divided into two observation sessions of approx. 5 weeks in length. Students will be placed at a different school for each session. Therefore, students should complete roughly **half** of the required course hours by the end of each session so as to obtain the total required hours by the end of the semester. Note that students **cannot** observe in a host teacher's classroom after the end of the first session, even if they need to make up hours.

- **What happens if I don't obtain my hours in time?**
Students are given plenty of time throughout the course of the semester to obtain field experience hours. Students that do not obtain required risk **failing** the course, although this is up the individual professor's discretion.

- **Can I choose or request my own placement? Can I observe with a friend/parent/family member?**
Placement rules and regulations are strictly followed in order to meet state requirements. As such, students are **not** permitted to choose or request a placement site or teacher. In addition, students are not permitted to observe with a friend, parent, or family member under any circumstances. If a student is placed at a school or with a teacher that is a friend, parent, or family member, they need to **inform their course instructor at once** so that they can be re-placed in a different setting.

- **Why was I placed at a grade level that doesn't match with my major?**
In order to enter into student teaching and eventually graduate with their education degree, students are required to obtain hours at *all* grade levels – elementary, middle, and high – regardless of major. Time spent observing a grade level outside of a student's certification area should be seen as a learning experience that will only enrich their future teaching career. Courses taken later on in the degree program will involve placements more specific to the student's major**. 107** Students will typically be placed outside of their intended subject/grade level, whereas **201** students will be placed within their intended subject/grade level.

- **What should I do if my placement teacher doesn't respond to my email?**
Our mentor teachers are very busy individuals. Students should wait at least **3 school days (M-F)** before sending up a follow up email to the original request. If the student still hasn't received a response **3 school days** after the follow up email (meaning a minimum of 6 school days have passed after the student's first email), they can reach out to the placement office for further assistance.

- **Can I observe a substitute teacher if my placement teacher is absent?**
Yes, students can absolutely observe a substitute teacher! Just be sure to obtain the substitute teacher's signature on the field experience log at the end of the day so that those hours are counted.

- **What if I am having a conflict with my placement teacher?**
   A student having a conflict with their placement teacher should notify their professor and the placement office *immediately*. The situation can then be handled appropriately.

- **What should I wear to my field experience placement?**
   We recommend that all field experience students dress **business casual** for their observations. This means no jeans, flip flops, hoodies, baseball caps, or athleisure wear. Dress pants and a collared shirt, a modest dress, or long skirt and blouse are great option. This dress code applies even if the classroom teacher is more casual in appearance. Students are reminded that they never know who they will meet in the school building during observations, and maintaining a professional appearance is key to a positive first impression!

- **Where do I park in the school?**
   Most schools have visitor parking that a field experience student can use for their observations. However, this varies by the school. A student should ask their placement teacher via email before the first observation about where to park. Please note that some schools in downtown Louisville such as Manual and Noe **will tow your car** if parked improperly, so it's important to ask beforehand to avoid an expensive situation.

- **What do I do as soon as I get to the school?**
   A field experience student should arrive to the school with their student ID in hand and make their way to the front office. There, the student should notify the school secretary (or whomever is at the front desk) of their name and the teacher they are there to observe. The secretary should then direct the student on where to go. Students should expect that some schools may require them to sign in and/or wear a visitor pass while on school grounds.

FIELD LOGS

- **How do I find/fill out a field log?**
      Field logs and the how-to field experience log video can both be found on the OEDCP website and at the following links:
      > **Field Log**
      > **Field Experience Log How-To**
      Please note that students can fill out their field log either digitally *or* by printing it off and completing it by hand. Either way, each log must be signed by the student, the student's professor, and the mentor teacher. Digital signatures (**not typed)** are accepted. More information about digital signatures can be found **HERE**.

- **Should I put one day per line on the field log?**
   Hours on the field log should be broken up by activity type within the same teacher's classroom, even on the same day. So if a student goes to a school for 3 hours and observes (Type B) for 2 hours, helps students tutoring for half an hour (Type C), and then attends a PLC for half an hour (Type F), that would be three separate lines for three separate activities. Different middle school class periods can be counted as a single line of observation if the same activity type is engaged in throughout.

- **Who is my "supervisor"?**

Students will be assigned a supervisor in higher level courses. If you don't have one yet, the supervisor is the instructor for the course.

- **The field log won't resize the text when I type into it.**
  This typically happens to Mac users; be sure that you are attempting to edit the log in ADOBE ACROBAT, *not* in "**Preview**". You can find the instructions on how to access Adobe Creative Cloud (free for all U of L students!) **HERE**.

- **What counts for each activity type?**

  B - Observations can be fulfilled by any experience spent observing a teacher in a K-12 classroom.

  C- Student Tutoring can be fulfilled by any occasion in which you worked one-on-one with a student(s) in a mentor teacher's classroom or an after-school program. Pulling students out from the general lesson for extra help also counts towards C.

  D- Interaction with Families can be fulfilled by any occasion in which you interact with parents/families of students. This can be parent-teacher conferences, IEP/504 meetings, helping with the car rider line before and after school, attending a parent night, and/or helping a teacher make phone calls home to parents.

  E- Attend an SBDM <u>and</u> School Board Meeting. You need a minimum of one of each. (See below.)

  F- Professional Learning Community can be fulfilled by attending any PLC with a mentor teacher. This means attending a group meeting of other teachers with the goal of looking at student data, planning lessons/activities with the students in mind, and/or collaboratively creating education goals for the betterment of students.

  G- Opportunities to Assist can be fulfilled through tasks such as helping the teacher make copies, help direct the lunch line, performing a task for another school administrator, or any other activity that allows you to assist another person in the school building. Please note that students should never be left alone with students.

  H- Other is any other education experience that doesn't fall under the above categories. This is the only activity type that is **not required** and is mainly a holdover from COVID era observations.

- **What is the difference between an SBDM and School Board Meeting?**
  A *school board meeting* takes place at the district level and involves the board of education and attendees from a variety of schools. These meetings typically happen at least once a month, although they can be more frequent. The school board meeting schedule can be found **HERE**.

  A *school based decision meeting (SBDM)* takes place at the school level and also often meets once a month. This council is responsible for school-specific policy and decisions, such as dress code or hallway procedures. A student can ask their placement teacher or a school administrator for

information about the next meeting for that school. You can also find the SBDM schedule **HERE.** Students can attend any SBDM meeting in JCPS without prior permission.

- **How should I record Practicum hours?**
  All hours spent in Practicum (both field experiences and class time) can be counted on your field logs.

- **What should I do with my field logs after a course is over?**
  Students should keep all field logs (or copies of their field logs) in a safe location until they graduate from U of L. Just prior entering into student teaching, students will be required to produce these logs as proof that they have completed at least 200 field experience hours as required by state regulations. If a student loses any or all of their field logs and cannot provide proof of 200 hours, they **will be required to make up those hours.** Keep in mind that neither professors nor the placement office retain hours of student field logs. U of L recommends use of a program such as CamScanner in order to have a digital backup of all logs in the event the paper ones are lost.

- **What is the Infinite Campus number? Where do I find it?**
  On old versions of the logs, there is a place to write the Infinite Campus number. The Infinite Campus number is the number that your mentor teacher will have attached to their class (for elementary) our specific class period (for middle/high school) in the Infinite Campus system. Typically, this is the number that appears next to the class name in when looking at the roster or grades in Infinite Campus and appears like "18391839- ADV CALC". This number is useful when entering your information into KFETS, as it will automatically populate demographic information for that class into the system. Without the number, you will have to enter this information in manually using your best judgment. **As of 2023, Infinite Campus numbers automatically populate when selecting a teacher and are therefore** *not strictly required*. Field experiences outside of a JCPS classroom will not have an Infinite Campus number.

HUG AND GGC QUESTIONS

- **I'm in the HUG program. How do I obtain a signature for my log?**
  The Help Us Grow (HUG) reading program does not sign student field logs. Instead, students should complete logs as usual and leave the mentor teacher signature area blank. At the end of the semester, students participating in the HUG program will be issued a certificate that details the total hours spent tutoring with the program as well as a signature from a program official. This certificate should be **attached** to the field logs as proof of signature and submitted with the rest of the field logs just prior to student teaching**.**

- **I signed up for the HUG program but haven't heard anything back. Why?**
  Emails from HUG often end up in Spam email folders due to the type of email management system the organization uses. Student should ensure they check this folder regularly for important updates and trainings. If a student needs to reach out to HUG for any issues, they can send an email to volunteer@hugreadingprogram.org .

- **I'm taking part in GGC. Who do I contact if I have any issues or am out with an illness?**
  Global Game Changers (GGC) is an outside organization that U of L partners with for field experiences. Students should therefore **contact GGC directly, and not the placement office, if they will miss their scheduled tutoring session**. Please note that GGC relies on student punctuality and

responsibility in order to maintain their program, so students should make every effort to email GGC sooner rather than later if they know they will be out. The current GGC contact is Alyssa Zediker, azediker@globalgamechangers.org.

Who can I contact if I need more help?

- **Adriana Rodriguez-Franco, Grad Assistant**: adriana.rodriguez-franco@louisville.edu
    For help with: 107/201 placements, initial background check paperwork, general placement questions

- **Amanda Lacey, OEDCP Coordinator**: amanda.lacey@louisville.edu
    For help with: student teaching paperwork, KFETS, career fair, difficult/unique background check paperwork issues, how-tos

- **Cody Windhorst, OEDCP Director:** cody.windhorst@louisville.edu
    For help with: Student teaching questions/issues, student teaching placements, methods placements, all other questions

- **Dylan Owens, JCPS Recruiting Specialist:** dylan.owens@jefferson.kyschools.us
    For help with: Uploading documents to the JCPS Portal, issues with JCPS background check paperwork.