

# Fieldwork Placements Information and Forms



School of Education  
The Sage Colleges  
Troy, NY 12180

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# Policies and Guidelines on Fieldwork Placements and Hours

## Placement Policies

### 1. Certified Teacher

- Placement MUST be in a classroom/school setting with a certified teacher  
(Note: Mentors to those in SED531 must be certified special educators—in the role of special education teacher. Mentors in SED582 must be certified special educators or reading teachers.)

### 2. Appropriate age level

- You must do your hours in a classroom at the appropriate age level according to your program of study:

Master's of Arts and Teaching (MAT): Grades 7-12

MAT Art: Grades K-12

Childhood Education and Special Education: Grades 1-6\*\* (if placement is in a special class, students need to be in the chronological age range of grades 1-6)

School Health Education: Grades K-12

*\*\*Pre-K and K classes can no longer be counted for practicum hours*

### 3. Hours Required

- 25 hours for each course (unless otherwise specified) are required in the education program.
- 100 total hours are required to be on record before you are to begin student teaching. These hours will be fulfilled while taking the courses in your program.
- 1 year interns hours need to be completed before their second placement begins.

### 4. Waivers

- For some courses, hours may be waived on an individual basis depending on previous completed experience.

### 5. Already Certified

- If you are a certified teaching assistant or a certified teacher, speak to Coordinator of Professional Educational Experiences because the hours may be waived if the placement fits the other criteria.

### 6. Substitute Teaching

- Since New York State Education laws state that you must be in a classroom with a certified teacher for practicum hours, **being a substitute teacher cannot count** for your hours, unless it is a prolonged substituting position. Please speak with the Coordinator of Professional Educational Experiences if this is the case. (Note: Substitute teaching does not count for SED hours.)

### 7. Outside Tutoring/ Adjunct Faculty

- Any after-school tutoring must be cleared by Coordinator of Professional Educational Experiences or the School of Education Dean in order for those hours to be allowed.
- Being an adjunct faculty at a college/university can not count for placement hours because you need to be with school-age students (Refer to policy 2).

### 8. Observation hours before a semester

- In some courses, hours may be started before the semester begins, but it is recommended you check with your professor to make sure there are not any assignments that need to be completed *during* your observations. Once you have, please get in touch with Coordinator of Professional Educational Experiences about your placement.

### 9. Registration for Courses Requiring Fieldwork

- When you are registering for a course that requires fieldwork, please remember to register for the "F" portion of that course, e.g. EDU 201 and EDU 201F.

### 10. Family Members

- Placements may NOT be done in a classroom with immediate or extended family members.

If there are any questions, please contact the Education Office at 244-2357.

## General Fieldwork Guidelines

### Arrival

You should arrive in advance of your expected time. Go to the main office and introduce yourself including your affiliation with Sage, your assigned teacher's name and grade level, and the purpose of your visitation. Ask about the procedure for future visitations (e.g., formal sign-in and out). You must stop in the office each time you enter the school.

### Responsibility

You are expected to be on time and to dress professionally. In some settings you will observe, whereas in other settings you may participate to some extent. Try to be as helpful as possible, remembering always that you are a guest. If you agree to do something, then do it to the best of your ability. You may not substitute nor be left in charge of students at any time.

### Purpose

You are in your fieldwork placement to learn about the teaching profession. You are not there to judge; please keep your purpose keenly in mind during your visitations. Your assigned teacher has agreed to have you visit because he/she is concerned about the quality of future educators.

**Absences**

You must call your placement when you are absent. Be sure to indicate that you wish a message to be given to your assigned teacher. You must make arrangements to make up the time you miss. Excessive absences and/or failure to notify your practicum school/agency may result in your removal from the setting.

**Anonymity**

To help you better understand schools and learning, your assigned teacher has agreed to allow you to visit his/her classroom. You must not reveal any information regarding students, teachers or the school. Anonymity must be protected and, therefore, referring to teachers, schools or students by name is unacceptable.

## **Programs and Courses Requiring Fieldwork Hours**

**Graduate Programs**

*Childhood Education, Childhood Education/Literacy, Special Education Programs*

Courses requiring hours:

EDU 201  
 EDU 206  
 EDU 520  
 EDU 522  
 SED 531  
 SED 582 (Sage after-school program)

*Health Education*

Courses requiring hours:

EDU 201  
 EDU 206  
 HED 558  
 HED 564

*MAT*

Courses requiring hours:

EDU 201  
 EDU 206  
 EDU 574  
 MTA 511  
 MTA 512  
 MTA 513  
 MTA 514

*(list continued on next page)*

## Undergraduate Programs

### *Childhood Education*

Courses requiring hours:

EDU 201

EDU 206

EDU 306 (must be completed before Methods semester)

EDU 309

## Graduate Student Placements

### Self-selection

Graduate students have the option of finding their own placements for some courses. Placement must be approved by the Coordinator of Professional Educational Experiences. Please refer to the "Policies on Practicum Placements" sheet for details.

Submit your request stating:

- Your name
- The name of the school where you will be completing your hours
- The name of the Principal
- The name of the Cooperating Teacher
- The grade level
- The school's phone number

## The Sage Colleges

### Request for Field Placement DUE ASAP FOR EARLIEST PLACEMENT!

Please complete and return to the Education Office.

Student Name: \_\_\_\_\_ Course(s): \_\_\_\_\_

Instructor(s): \_\_\_\_\_ Program: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Check one: Undergraduate \_\_\_\_\_ Graduate Student \_\_\_\_\_

Student's Current Address: \_\_\_\_\_

\_\_\_\_\_

Phone: Campus: \_\_\_\_\_ Home: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Best place and time to reach you: \_\_\_\_\_

Past Field Placements:

<u>Dates</u>	<u>School</u>	<u>Grade/Age Level</u>	<u>Approx. Number of Hours Completed</u>
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Preferred district for your practicum placement? **(Specific placements cannot be guaranteed!)**

Times you are available: Keep in mind that schools are generally open 8am-2:30pm.

Do you have a car? \_\_\_\_\_yes \_\_\_\_\_no

Comments:





**Several evaluation forms follow:**

- SED 531 and SED 582 Supervisor of Candidate (Student)
- All Fieldwork in Programs other than SED: Supervisor of Candidate (Student)
- Fieldwork Evaluation: Candidate Evaluation of Fieldwork (LiveText Required except Greater Community track students)
- Community Health: Greater Community Track Candidates: Candidate Evaluation of Fieldwork

**The Sage Colleges**  
 Fieldwork in Special Education  
**Supervisor Evaluation of the Candidate** (Student)  
**SED 531 - 30 hours**  
 School of Education  
 65 First Street  
 Troy, NY 12180  
 (518)244-2357

**Sage Candidate (Student):** *Please fill out the following*

Candidate's Name \_\_\_\_\_

School District \_\_\_\_\_

Building or School \_\_\_\_\_ Range of Grades \_\_\_\_\_

Name of Special Education Mentor \_\_\_\_\_

Classifications of Students (e.g., learning disability, autism). This information is required by some states if you should move): \_\_\_\_\_

\_\_\_\_\_

**Signature of Special Education Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dear Special Education Mentor:** This form is intended to be used by the special education mentor in evaluating the Sage student. It is to be completed at the end of the 30 hour experience, but should be reviewed at the mid-point of the placement in order to give the Sage student insight into ways in which she or he can improve teaching performance. Thank you for making a contribution to teacher preparation. We appreciate your time and expertise! You can return it via the student.

**To Sage Student:** ATTACH TIME SHEET to this form and submit to Linda Davern. Keep a copy of this for your records.

Level of performance will be indicated using the following scale:

- 4. Very competent performance (in the context of a "pre-student teaching" experience)
- 3. Competent performance
- 2. Emerging competence
- 1. Needs attention and improvement
- NA Not applicable or no opportunity

1. Shows initiative NA 1 2 3 4

2. Shows professionalism NA 1 2 3 4

3. Asks for assistance when needed NA 1 2 3 4

4. Communicates effectively with children NA 1 2 3 4

- |  |    |   |   |   |   |
|--|----|---|---|---|---|
| 5. Treats appropriate information confidentially   | NA | 1 | 2 | 3 | 4 |
| 6. Collaborates and communicates effectively with cooperating teachers (general and special education), paraprofessionals, related service staff, and administration       | NA | 1 | 2 | 3 | 4 |
| 7. Models respect for cultural, religious, racial and other individual differences   | NA | 1 | 2 | 3 | 4 |
| 8. Talks to students in a manner consistent with their age; communicates respect (e.g., never discusses the student in her or his presence as if she or he were not there) | NA | 1 | 2 | 3 | 4 |
| 9. Has understanding of students' IEPs and levels of achievement   | NA | 1 | 2 | 3 | 4 |
| 10. Uses age-appropriate effective instructional methods   | NA | 1 | 2 | 3 | 4 |
| 11. Uses varied instructional cues (verbal, gestures, placement of materials)  | NA | 1 | 2 | 3 | 4 |
| 12. Uses students' strengths and interests to design activities  | NA | 1 | 2 | 3 | 4 |
| 13. Alters plans constructively as necessary, is flexible and adaptable  | NA | 1 | 2 | 3 | 4 |
| 14. Demonstrates effective teacher presence (e.g., voice, positioning, tone)   | NA | 1 | 2 | 3 | 4 |
| 15. Uses positive and preventative approaches in addressing challenging behaviors  | NA | 1 | 2 | 3 | 4 |
| 16. Deals effectively with stress; reacts well under pressure  | NA | 1 | 2 | 3 | 4 |

Overall, how would you describe the Sage student's performance? \_\_\_\_\_

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Thank you for allowing us to place a student with you. Please return this as soon as possible to, Mary Beth Cusack, Education Building, The Sage Colleges, so that we may evaluate his/her progress. (Fax #: 244-2334)

### The Sage Colleges

Fieldwork in Special Education/Reading

Mentor Evaluation of the Candidate (Student)

SED 582 Strategies for Literacy Development: Students with Disabilities

School of Education

65 First Street

Troy, NY 12180

(518)244-2357

**Sage Candidate (Student):** Please fill out the following

Candidate's Name \_\_\_\_\_

School District \_\_\_\_\_

Building or School \_\_\_\_\_ Grade(s) \_\_\_\_\_

Name of Special Education/Reading Mentor \_\_\_\_\_

**Signature of Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dear Mentor:** This form is intended to be used by the special education/reading mentor in evaluating the Sage student. It is to be completed at the end of the 20 hour experience, but should be reviewed at the mid-point of the placement in order to give the Sage student insight into ways in which she or he can improve teaching performance. Thank you for making a contribution to teacher preparation. We appreciate your time and expertise!

**Dear Sage Candidate:** ATTACH TIME SHEET to this form and submit to Mary Beth Cusack. Keep a **copy** of this for your records.

Level of performance will be indicated using the following scale:

4. Very competent performance (in the context of a "pre-student teaching experience)
3. Competent performance
2. Emerging competence
1. Needs attention and improvement
- NA Not applicable or no opportunity

1. Shows initiative	NA	1	2	3	4
2. Shows professionalism	NA	1	2	3	4
3. Asks for assistance when needed Accepts and utilizes suggestions to improve as a teacher	NA	1	2	3	4
4. Communicates effectively with children	NA	1	2	3	4
5. Treats appropriate information confidentially	NA	1	2	3	4

Page 1 SED (582) Eval

- |  |    |   |   |   |   |
|--|----|---|---|---|---|
| 6. Collaborates and communicates effectively with cooperating teachers (general and special education), paraprofessionals, related service staff, and administration       | NA | 1 | 2 | 3 | 4 |
| 7. Models respect for cultural, religious, racial and other individual differences   | NA | 1 | 2 | 3 | 4 |
| 8. Talks to students in a manner consistent with their age; communicates respect (e.g., never discusses the student in her or his presence as if she or he were not there) | NA | 1 | 2 | 3 | 4 |
| 9. Has understanding of students' levels of achievement, and applies this information to effective literacy-building activities  | NA | 1 | 2 | 3 | 4 |
| 10. Uses age-appropriate effective instructional materials   | NA | 1 | 2 | 3 | 4 |
| 11. Uses varied instructional cues (verbal, gestures, placement of materials)  | NA | 1 | 2 | 3 | 4 |
| 12. Uses students' strengths and interests to design activities  | NA | 1 | 2 | 3 | 4 |
| 13. Alters plans constructively as necessary, is flexible and adaptable  | NA | 1 | 2 | 3 | 4 |
| 14. Demonstrates effective teacher presence (e.g., voice, positioning, tone)   | NA | 1 | 2 | 3 | 4 |
| 15. Uses positive and preventative approaches in addressing challenging behaviors  | NA | 1 | 2 | 3 | 4 |
| 16. Deals effectively with stress; reacts well under pressure  | NA | 1 | 2 | 3 | 4 |

Overall, how would you describe the Sage student's performance? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for allowing us to place a student with you. Please return this as soon as possible to, Mary Beth Cusack, Education Building, The Sage Colleges, so that we may evaluate his/her progress. (Fax #: 244-2334)

## The Sage Colleges

### Fieldwork

#### Supervisor Evaluation of the Candidate (Student)

School of Education

65 First Street

Troy, NY 12180

(518)244-2357

On-Site  
Supervisor \_\_\_\_\_

Candidate (Student) Name \_\_\_\_\_

School/Grade Level \_\_\_\_\_

Please indicate the extent to which you feel this fieldwork/practicum candidate has satisfactorily exhibited sufficient competencies during the course of his/her time spent with you.

	A=Always	S=Sometimes	R=Rarely	N=Never	NA=Not Applicable
Wore appropriate dress	A	S	R	N	NA
Punctual and reliable	A	S	R	N	NA
Demonstrated appropriate professional Behavior (e.g., accepted responsibility, maintained confidentiality, etc.)	A	S	R	N	NA
Interacted appropriately with students/clients	A	S	R	N	NA
Willingly participated to the fullest extent allowed	A	S	R	N	NA
Open to suggestions and feedback	A	S	R	N	NA

Overall, would you consider this person to be potentially competent in your area of expertise, and one that should pursue a career in this occupation?                      Yes                      No

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please feel free to make any additional comments on the back.

Thank you for allowing us to place a student with you. Please return this as soon as possible to, Mary Beth Cusack, Education Building, The Sage Colleges, so that we may evaluate his/her progress. (Fax #: 244-2334)

## The Sage Colleges

School of Education

### Field Work

#### Candidate (Student) Evaluation of Placement

Student Observer \_\_\_\_\_ Semester & Year \_\_\_\_\_

Course \_\_\_\_\_ Professor \_\_\_\_\_

Program Of Study:

On-Site Supervisor/School \_\_\_\_\_

Please indicate the extent to which you felt this unsupervised field placement experience was sufficient to meet your needs for professional growth and development.

**A=always S=sometimes R=rarely N=never NA=not applicable**

#### The on-site supervisor:

1. demonstrated appropriate professional behavior (e.g., accepted responsibility, maintained confidentiality, was a good role model, etc.)

**A      S      R      N      NA**

2. interacted appropriately with students/clients.

**A      S      R      N      NA**

3. willingly allowed you to participate to the fullest extent possible.

**A      S      R      N      NA**

4. provided feedback to you about your performance.

**A      S      R      N      NA**

#### This placement:

1. was in an accessible location. Yes\_\_\_ No\_\_\_

2. provided a quality experience. Yes\_\_\_ No\_\_\_

3. provided new experiences for you. Yes\_\_\_ No\_\_\_

Overall, would you consider this to be a good placement in which to gain valuable professional knowledge and experience, and one that should be used for future placements? Yes\_\_\_ No\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please feel free to make any additional comments below and on back:

## The Sage Colleges

School of Education

**ONLY THOSE STUDENTS IN COMMUNITY HEALTH GREATER COMMUNITY track complete this form**

**Submit to Fieldwork Coordinator in School of Ed Office**

### Field Work

### Student Evaluation of Placement

Student Observer \_\_\_\_\_ Semester & Year \_\_\_\_\_

Course \_\_\_\_\_ Professor \_\_\_\_\_

Program Of Study: **Community Health Education: Greater Community track**

On-Site Supervisor/School \_\_\_\_\_

Please indicate the extent to which you felt this unsupervised field placement experience was sufficient to meet your needs for professional growth and development.

**A=always S=sometimes R=rarely N=never NA=not applicable**

#### The on-site supervisor:

1. demonstrated appropriate professional behavior (e.g., accepted responsibility, maintained confidentiality, was a good role model, etc.)

**A      S      R      N      NA**

5. interacted appropriately with students/clients.

**A      S      R      N      NA**

6. willingly allowed you to participate to the fullest extent possible.

**A      S      R      N      NA**

7. provided feedback to you about your performance.

**A      S      R      N      NA**

#### This placement:

1. was in an accessible location. Yes\_\_\_ No\_\_\_

2. provided a quality experience. Yes\_\_\_ No\_\_\_

3. provided new experiences for you. Yes\_\_\_ No\_\_\_

Overall, would you consider this to be a good placement in which to gain valuable professional knowledge and experience, and one that should be used for future placements? Yes\_\_\_ No\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please feel free to make any additional comments below and on back:**

**The Sage Colleges**  
School of Education

**LIVETEXT Directions for**  
**Field Work**  
**Student Evaluation of Placement**

**ALL CANDIDATES (STUDENTS) MUST COMPLETE THE FIELDWORK EVALUATION IN LIVETEXT.**  
**ONLY THOSE STUDENTS IN COMMUNITY HEALTH EDUCATION GREATER COMMUNITY track need to**  
**complete the hardcopy and not submit to LiveText**

Candidates (students) completing fieldwork through Sage placement are required to complete an placement evaluation found in LiveText®. Directions are listed below to access this evaluation.

**NOTE:** Students in Community Health Education: Greater Community track are exempt from completing the LiveText form but **MUST** complete the hardcopy included in this packet.

Directions to access evaluation form in LiveText®

1. Log on to LiveText (LT).
2. Scroll down left side menu list. Click on “Forms” listed in “TOOLS” box.
3. In the list find “**FIELDWORK Evaluation by Student ...**”. Click on “Take form” on right side of screen.
4. Complete the form items.
5. Click “Submit Form” button at the bottom of screen when completed.

It is just that simple! An indirect result of this LiveText submission is we **have saved another tree!**

The Sage Colleges  
Field Experience Waiver Request

Name: \_\_\_\_\_ Course Requiring Fieldwork: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Program: \_\_\_\_\_

**Check One:**

Undergraduate Student \_\_\_\_\_

Graduate Student \_\_\_\_\_

**Contact Information:**

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Date and duration (number of hours) of experience with school age population:**

**Name and location of school:**

**Name of cooperating teacher and/or supervisor:**

**List the duties you performed during the placement:**

**Please attach a copy of your timesheet or a signed letter from your cooperating teacher or supervisor attesting to the fieldwork hours that you have completed.**

**Please return all documentation to Mary Beth Cusack in the Education Office.**

Mary Beth Cusack  
Coordinator of Professional  
Educational Experiences  
The Sage Colleges

Phone: 244-2357  
Email: [cusacm@sage.edu](mailto:cusacm@sage.edu)  
Fax: 244-2334