

**ESSENTIAL ASSIGNMENTS FOR FIELD EXPERIENCE**  
(Revised December 2011)

The following assignments are expected to be completed as part of your professional responsibility. These assignments give you a broader understanding of all that goes in to being a teacher besides teaching.

- \_\_ Meet together with Cooperating Teacher and Field Supervisor to discuss expectations
- \_\_ Turn in a schedule of your classes and teaching times to your field supervisor; send in any updates.
- \_\_ Maintain an ongoing journal (2 entries a week) to share with the field supervisor which shows that you are reflecting on your skills, content knowledge and professional growth in all capacities as well as instructional techniques.
- \_\_ Attend a School Board meeting. Reflect on this experience in your journal.
- \_\_ Create/design at least one instructional sequence 4-5 lessons (Note: if you are a double major, you are to complete 2 TWS and one for each major; if you have a minor you are expected to complete a smaller version for your minor ) that complies with the school's curriculum. **Submit the proposed plan to your cooperating teacher and field supervisor before you begin to working on this sequence.** (See Teacher Work Sample Guide)
- \_\_ Lesson plans should be turned into the field supervisor at least **72** hours before the lesson is taught and observed in order to receive any suggestions; keep all lesson plans in a notebook in the classroom for your field supervisor to review. Your field supervisor and cooperating teacher may allow you to use a shorter version for daily lessons because of a heavier teaching load.
- \_\_ Keep all lessons and other artifacts together, which you may find useful as a beginning teacher.
- \_\_ Attend an IEP or CST meeting and reflect on this experience in your journal.
- \_\_ Observe other teachers, subjects, grade levels. . Report the results in your journal. Secondary - arrange to spend one day following a specific student's schedule. Report your observation in the journal.
- \_\_ Complete the mid-term evaluation with your cooperating teacher and field supervisor to set goals for the second half of your field experience.
- \_\_ A videotaping of you teaching a lesson from your TWS will be necessary and a copy should be included with your final document. Additional videotaping is encouraged for discussion purposes to review areas of growth.
- \_\_ Prepare for and/or participate in parent/teacher conferences or an open house or parent/community event. You may also create a newsletter to parents. Show documentation of the event in your journal.
- \_\_ Meet together with your field supervisor and cooperating teacher to go over the final evaluation of your field experience and discuss your final grade. In your journal, write about your future plans for professional growth and development based on this meeting.