



Field Experience Handbook

Information, Responsibilities, Requirements, and Forms
Education Foundations Department

Inver Hills Community College
2500 80th Street East
Inver Grove Heights, MN 55076

This document includes the College Student/Candidate, College Supervisor (Faculty) Responsibilities, Field Experience Cooperating Teacher Information, Site Requirements, and Forms required for placement in a site.

*This document will be made available in an alternative format upon request.
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About the Inver Hills Community College Education Foundations Program

The Education Foundations program at Inver Hills Community College, located in Inver Grove Heights was started to fill the expressed need for trained teachers throughout the state. Inver Hills Community College offers an Associate’s degree in Education Foundations in Early Childhood, Elementary, and Secondary Education as well as an Elementary Education Transfer Pathway Associate’s degree. Courses are offered day, evening, and online to meet student needs. Candidates graduating from our program will have potential job titles of Educational Assistant, Paraprofessional, Aide, Site Coordinator, Nanny, Family Child Care Provider, Director, Assistant Director, or Assistant Teacher, Teacher, depending on the location of employment and type of responsibilities. Most, however, choose to continue their education to attain a B.A. or B.S. in Education with a teaching license.

About the Inver Hills Community College Education Foundations Field Experience

Candidates (Inver Hills Community College students) enrolled in EDU 1109, Introduction to Education & Reflective Teaching are required to complete a minimum of 30 hours in a classroom setting under the supervision of a teacher licensed in the State of Minnesota. The goal of the Field Experience is to provide IHCC Education students a gradual introduction into the field of education, develop an understanding of the role of the professional teacher and opportunities for hands-on learning in an educational setting. Faculty engage students in a variety of projects inside and outside of the classroom to learn in an active and real manner.

Education Foundations Program Coordinator and faculty contact information

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Candidate Requirements and Responsibilities

Student candidates (Inver Hills Community College Education Foundations students) are required to complete a minimum of 30 in-school hours in a public or private (E-12) school setting, within the scope and content of the licensing field sought, to successfully complete EDU 1109. Experiences in a school setting are integral to every aspect of this course and will provide the foundation for most assignments and course discussions. This Field Experience will provide opportunities for candidates to demonstrate professional disposition and the required skills and knowledge under parts: Minnesota State Statute 8710.2000 and license-specific to Minnesota State Statutes 8710.3000 to 8710.8080 spanning the scope of the Minnesota Professional Educator Licensing and Standards Board (PELSB). It is essential that candidates are professional, dependable, and courteous while interacting with teachers and students. The list of approved sites will be explained during the first class session and is also contained within the placement preference survey

Requirements

- Enrolled in EDU 1109 at the time of their Field Experience
- Successful completion of a Criminal Background Check
 - Check website for processes around completing the Criminal Background Check
 - Candidates will not be allowed to begin their Field Experience without a clear background check.
 - If a background check is not successful, the candidate will meet with the Dean of Career Programs.
- Work with the Community-based Learning Coordinator to confirm placement.
 - Complete the placement preference and community-based learning registration at https://ihcc.co1.qualtrics.com/ife/form/SV_1zzCCRvmY0u6ziJ
 - Registration includes details of the agreement
 - If the candidate indicates at this time that they will pursue their own agreement, it becomes their responsibility to do so.
- After placement is confirmed, complete the Field Experience Agreement Form with the Cooperating Teacher. Determine, at the beginning of field placement, the site contact for emergencies and/or absences and the associated protocol for those communications on the Field Experience Cooperating Teacher form. Submit form to D2L by specified deadline.
- Complete a minimum of 30 hours at their Field Experience Site during the semester of enrollment

- Candidates will provide their Field Experience site with their availability for placement during the daily work hours of the school system during the first week of the semester. Hours worked are typically between the hours of 8:00 AM – 3:00 PM Monday-Friday.
 - Candidates are reminded that schools will close during their spring break (which is not typically during the College’s spring break, as well as other holidays and assigned days.
 - Candidates may work additional hours at the school upon permission of their Cooperating Teacher at their Field Experience placement
 - If the candidate is going to be absent or tardy, the candidate is expected to contact the Cooperating Teacher least one hour prior to the scheduled start time, and should also make arrangements for a time to make up the hours. Candidates may have scheduled days in which they cannot attend field placement – these days need to be identified to the cooperating teacher at least one week in advance.
 - Failure to do so may result in disciplinary action up to and including termination of the Field Placement
- Candidates are responsible for their own transportation to/from their site.
- The candidate is a volunteer and therefore does not need to be paid unless the site is counting the candidate in the adult/child ratio. If so, there must be some monetary payment to the candidate by the site
 - If there is a payment agreement, the candidate needs to report any non-payment to Program Coordinator
- Complete a weekly Education Foundations Field Experience Attendance Record and have Cooperating Teacher initial.
- Confirm that the Cooperating Teacher evaluations from the field placement are properly completed and submitted to D2L.
- Attend college class sessions (face-to-face or online) for the entire semester
- Complete duties assigned according to the agreement established between the candidate and Cooperating Teacher.
- Conduct themselves in a professional manner expected of all educators throughout the entirety of the Field Experience. This also includes upholding the district-level policies and procedures.

Site & Cooperating Teacher Requirements and Responsibilities

You are an important part of this team. We appreciate your willingness to serve as a cooperating teacher to a candidate in our program. You are a valued resource and your efforts will directly influence our candidates as they gain their practical experience. Your willingness to support us in offering a variety of settings for these experiences is invaluable as we seek to help our candidates become competent educational professionals. In addition, we invite your suggestions and comments for future revisions of this document.

Orientation – An effective orientation program is a vital part of the cooperating teacher's work with IHCC student in the public schools.

The following are suggestions to guide the cooperating teacher:

- (1) general orientation,
- (2) orientation of teacher candidate, and
- (3) orientation of pupils.

The cooperating teacher assists with general orientation by:

- introducing the teacher candidate to faculty members, administrators, and other school personnel
- helping the teacher candidate become acquainted with the facilities such as the nurse's office, instructional supplies, and a tour of the building
- modeling professional behavior
- providing an environment for learning
- discussing teaching philosophy, school policies, rules, and regulations

The cooperating teacher orients the candidate by:

- talking and getting acquainted
- providing opportunities to become thoroughly familiar with the classroom and all teaching aids and materials that are available
- suggesting and implementing techniques for becoming acquainted with classroom students

The cooperating teacher orients the classroom students by:

- informing them before the teacher candidate arrives that there will be another adult in the room
- introducing the candidate to all classes

General Site Requirements

- Site must have a signed Memorandum of Understanding (MOU) with Minnesota State
- Provide a minimum of 30 hours of direct work experience (prep and lunch do not qualify for direct work experience) with children and/or families in the Field Experience course
- Work with the candidate to create a Field Experience work schedule within the normal school system schedule.
- Candidates are not expected to complete the teacher's duties in case of the teacher's absence.
- Candidates may perform teacher duties under the cooperating teacher's supervision as they become more competent in the field experience placement.
- Schedule the candidates to work with a consistent age group, not be a "floater" from room to room.
- 50% of the time the candidate needs to be with their specified age group in order to complete projects and course requirements with consistency. This is also considered a "best practice" in the field and one Inver Hills Community College faculty will support and follow.

- Candidates completing Field Experience will be expected to function at the Teacher/Experienced Assistant Teacher /Paraprofessional/Educational Assistant level.
- Assist the candidate with acquiring site specific permission prior to any videotaping, audio taping and/or photographing of children at the site required for the Field Experience portfolio.

Cooperating Teacher Requirements

- Bachelor's degree with teaching license in field at Tier IV
- Minimum of one year's experience in current site/school
- Must have approval from their principal/administrator

Roles and Responsibilities

- Supervision of Candidate
 - Observe candidate throughout the Field Experience. The candidate is not to be in the classroom without supervision of the cooperating teacher.
 - Meet a minimum of 15 minutes weekly with candidate to review and initial the Education Foundations Field Experience Attendance Record to verify work hours
 - Evaluate and discuss the past week's experience
 - Discuss upcoming activities for the next week
 - Discuss any other issues/concerns
 - Work with other staff to provide support and understanding of the importance of candidate's field work experience
 - Inform other staff of any changes to the normal routine of the classroom due to the candidate's presence.
 - Ensure that other staff support the candidate
 - Serve as a model for the candidate
 - Provide orientation as needed to the school setting and procedures including:
 - Classroom regulations
 - Organization of the classroom for learning pupil behavior
 - Teaching strategies and techniques
 - Prepare classroom students for the arrival of the candidate
 - Observe candidate in varied situations and provide constructive feedback
 - Communicate with the Program Coordinator regarding progress, concerns, etc.
 - The College Supervisor in consultation with the Cooperating Teacher will have the right to give candidates a warning for unprofessional behavior in the classroom, including but not limited to:
 - not following the facilities policies and procedures for all site staff;
 - other unprofessional conduct, including:
 - falling asleep,
 - inappropriate cell phone usage,

- inappropriate language
- After one warning, if the behavior does not change the College Supervisor/Program Coordinator has the right to terminate the field placement and the candidate will fail the course and be required to meet with the Program Coordinator and the Dean of Students if it has been determined that the Inver Hills Community College student [Code of Conduct](#) has been violated.

Education Foundations Program Coordinator Responsibilities

The Education Program Coordinator is the primary liaison between the student candidate and the cooperating teacher. It is their responsibility to:

- Verify that candidates have criminal background checks on file
- Report candidate related concerns/problems needing monitoring to the College's Dean of Career Programs and the Dean of Students
- Post grades on Desire 2 Learn (D2L), the College's Learning Management System (LMS) containing candidate resources, discussion board, and grades.
- Confer with candidates and provide feedback on assignments and performance.
- Notify their Dean of any emergent concerns with Field Experience sites
- Counsel individual candidates concerning professional problems, concerns and challenges.

Community-based Learning Coordinator Responsibilities

The Community-based Learning Coordinator acts as the liaison between Inver Hills Community College's Education Foundations Program and the cooperating schools. It is their responsibility to:

- Collaborate with the Education Program Coordinator and the cooperating school district to attain a Minnesota State Memorandum of Understanding.
- Maintain records as necessary.

Inver Hills Community College's Nondiscrimination Statement

Inver Hills Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law or familial status is prohibited.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression or familial status is prohibited. Sexual violence has no place in a learning or work environment. Further, Inver Hills Community College shall work to eliminate violence in all its forms.

This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

If you require an accommodation for a disability, please contact: Randi Goettl, Director of Accessibility Services 651-450-3884. (rgoettl@inverhills.edu)



Field Experience Cooperating Teacher Information

INSTRUCTIONS:

Candidate is to request their Cooperating Teacher complete this form during the first week of their field placement and review face to face with the Cooperating Teacher. When completed, candidate is to upload the form to the D2L assignment folder.

Name:

School E-mail:

Preferred Phone number:

School Name and Address:

Educational Background and Licensing Field:

Teaching Experience:

What prior experiences have you had with candidate volunteers?

What do you like about working with candidate volunteers?

What goals do you have for your candidate teachers, and how to you plan to help the candidate achieve these goals?



Student Personal Data Sheet *(to be shared with cooperating teacher)*

Name

Address

City

Phone

E-Mail

Health (Concerns you wish to share affecting your work)

Describe prior experiences with children

Presently employed? (Circle) Yes No Where (optional)

Hours Duties (optional)

Special Interests/hobbies, special talents, skills?

What would you like your cooperating teacher to know about you?

Career Goals:

What are at least three things you want to learn about yourself and children at this field experience?



Education Foundations Field Experience Attendance Record

Candidate's Name _____ Semester _____

Placement (School Name, Grade, Specialty) _____

Cooperating Teacher Name _____

Instructions: Candidate is to have Cooperating Teacher initial at weekly meeting. Submit form to Assignment folder by semester deadline when Field Experience is completed.

Date	Time In	Time Out	# of Hours	Activities Performed/Comments/Attitude	Teacher's Initials
TOTAL HOURS COMPLETED				Required hours: 30, may choose to work 50 or more	

Cooperating Teacher's Signature _____ Date _____

Inver Hills Faculty Signature & Date _____ Date _____