Field Experience General Expectations for UNCW Students

1. **When you receive your placement, please contact your school immediately.** The site coordinator at the school will be listed in MySeaport and she/he will provide your classroom assignment(s). If the site coordinator has entered your assigned teacher information in MySeaport, you may contact your teacher directly. Please compose all emails in a professional manner.
   - Remember that it is **your responsibility to get in contact with the site coordinator and/or teacher**, and you may have to contact them more than once. Teachers are not generally available to take phone calls during the day so it is recommended that you call at the end of the day or leave a voice message, if needed.
   - **Students may be dropped from their courses** if they do not make contact with the site coordinator and/or teacher **within one week** after receiving the placement.

2. **You are expected to begin your field experience immediately and attend consistently throughout the semester.** It takes time to make the initial contact and to set up a schedule for your visits, so it is important to get started right away. Once you have arranged your visits with the classroom teacher, you are expected to maintain your schedule and arrive prompt and prepared for each visit. Changes should only be made in the event of an extenuating circumstance and **you must notify your teacher as soon as possible if you will be absent**.
   - If you wait until the last few weeks of the semester to fulfill your field experience requirements, there is **no guarantee** that the school and/or partnership teacher will still be willing or able to accommodate you for your remaining requirements/hours.
   - Ms. Glowa, Field Experience Coordinator, is available to assist students with schedules, if needed. Please know that **accommodations will not be made for students who are not able to complete their field experience hours due to poor communication or lack of scheduling**.

3. **You are expected to provide your own transportation** to your field experience. You will be given the opportunity to indicate 2 county preferences for placements. Please know that placements are not always available within walking distance of the university, your home, or place of work, and it is your responsibility to arrange transportation to any placement assigned by the Professional Experiences Office.

4. **Professional attire is required.** You are now in the role of teacher and your dress needs to reflect this new professional role. Unprofessional dress will not be tolerated by our public school partners nor the Watson College of Education. Principals will ask you to leave the premises if your attire is not appropriate. Most school systems in our area have tightened the dress code for teachers and you are expected to maintain these same standards. The following attire is **NOT** acceptable:
   - Jeans
   - Shorts
   - T-shirts/Hoodies
   - Tank tops or spaghetti straps not covered by an outer garment
   - Overly short skirts
   - Flip Flops or Tennis Shoes

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5. **You are establishing your professional reputation as you complete your field experience.**
   - You are expected to carefully monitor all social media sites to ensure that you are representing yourself in a professional manner.
   - Refrain from online activities inappropriate for education professionals. Please be reminded that the Internet is largely unregulated and personal data can be viewed, stored and disseminated without your permission. Internet use carries no right or expectation of privacy.
   - Any use of laptops or electronic devices is not permitted unless prior approval is given by the partnership teacher.
   - Cell phone use, including text messaging, is not permitted at your placement site/school.
   - Be aware of allergies and sensitivities to perfume, colognes and cigarette smoke.

6. **All lesson plans must be submitted to your partnership teacher for approval.** If your requirements include teaching lessons, you must submit lesson plans in a timely manner to your teacher so that she/he can offer suggestions and ensure that your lesson will support and fit the curriculum being taught in the classroom at that time.

7. **It is very important that you sign in at the main office as a school visitor and put on a nametag at the start of every visit** so that all school personnel know who you are and why you are there.
   - You must return to the main office before leaving the school to sign out after each visit.

8. **Bring your Field Experience Verification Log to the school so that your teacher can sign and verify your hours/requirements after every visit.** Turn in completed forms to your course instructor once you have completed your field experience requirements.
   - As you document your field experience, the Field Experience Verification Log must match the record of hours at the school.

9. **Know the requirements for each of your field experience courses and be able to articulate them to your partnership teacher.** It is your responsibility to keep track of your hours/field experience requirements throughout the semester. You must communicate with your teacher regarding your requirements. You are encouraged to create a schedule for completing the field experience.

Please contact Ms. Stephanie Glowa, Field Experience Coordinator, with any questions or concerns throughout the semester at glowas@uncw.edu, (910) 962-3086, or in EB 150C.