Field Experience Intervention: Due Process

During the field experiences, there may be circumstances where immediate termination of a field experience may be necessary. However, in most cases, an intervention involving an improvement plan may be considered, prior to a termination of a field experience. In these cases, the intervention must be handled judiciously, and often with immediacy. In addition to strict adherence to due process rights of field experience students, attention must also be given to the needs of children, partnership teachers and school administrators. General guidelines for field experience expectations are delivered to students at the start of each semester and are also posted on the WCE website. In addition, faculty specify requirements on course syllabi.

The following intervention steps must be observed:

1. **Inform the student.** Open communication between the student, partnership teacher, and university faculty guides the student in monitoring his/her growth. Concerns regarding any of the field experience and/or course expectations need to be communicated with the student acknowledging awareness of the concern(s).

2. **Support or assistance.** University faculty and partnership teacher offer and support professional development in concern areas using available resources, as appropriate.

3. **Written notification.** If a student is in jeopardy of not successfully completing the field experiences, the university faculty notifies the student in writing, by email or contract, specifying which criteria are not being met. In addition, the faculty in collaboration with the Office of Professional Experiences and Associate Dean identifies an improvement plan.

4. **Meeting.** In the event a student needs to be dismissed from the field experience placement site, the Director of Professional Experiences (or designee), University faculty, and school personnel as appropriate meet with the student. At the meeting, the student:
   a. Receives a written summary of the areas of concern;
   b. Has an opportunity to further review documentation supporting the removal decision;
   c. Responds to the concerns.

5. **Appeal.** In the event the student disagrees with the dismissal decision, the student may request an appeal to the Dean of the Watson College of Education within one week after notification of the decision. A decision of the Dean is final and may not be appealed. The request for appeal must be in writing and must state the reasons for the appeal and the circumstances to be considered in the appeals process.