

P250/P251/M201

**ELEMENTARY EDUCATIONAL
PSYCHOLOGY**

FIELD EXPERIENCE PACKET

P250/P251/M301

**ELEMENTARY EDUCATIONAL PSYCHOLOGY
BLOCK**

This packet of forms and letters will enable you to effectively carry out the in-school Field Experience portion of this course. It is vital that you bring this packet with you on the first day of class.

Best wishes for an exciting experience on the road to becoming a professional educator.

**Guy Wall, Ed. D.
Professor of Education**

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EDUCATIONAL PSYCHOLOGY FOR ELEMENTARY TEACHERS P250/P251/M201

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Dear Principal and Teacher:

We would like to introduce you to the following IUS student who is requesting placement in your school to complete a 30 hour practicum experience associated with the courses, P250/P251, General Educational Psychology and Educational Psychology for Elementary Teachers.

Student's Name _____
Address _____
Telephone _____

The student will benefit greatly from opportunities to conduct specific observations and conduct specific activities. These experiences will be discussed in the above Educational Psychology courses which they are taking concurrently with this practicum experience. This gives the student an opportunity to reflect upon and discuss what they are learning.

While a brief time of observation is helpful, we would like to encourage you to **use the student as an assistant teacher**. Some suggestions for these experiences include:

1. Assisting with or teaching a small group lesson.
2. Working with individual students on assignments.
3. Tutoring individual students to reinforce skills or helping with assignments.
4. Reading to the students.
5. Providing for some small group practice in skills. Assisting with cultural enrichment activities.

The practicum student should not, however, be left alone in the classroom or be assigned to teaching a new skill or concept. These students need to be guided through their field experience. Please give them feedback on how they are doing and challenge them to learn and question how they are working with the children in the classroom.

The practicum student has been requested to begin the experience as soon as all arrangements are made and to complete it at least two weeks prior to the end of the semester. Please develop a schedule that meets your needs as well as those of the practicum student. We usually recommend two or three hours per visit, with the visits spread over several weeks, rather than fewer days with more hours per day.

The field experience is a valuable component of the preservice teacher's educational experience. The School of Education greatly appreciates your willingness to provide practicum experiences for our education students. Thank you for accepting this student into your school. If you have any questions, please feel free to call us.

Coordinators of Field Experiences

Course Instructors

James L. Clements

Jane E. Riehl

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INDIANA UNIVERSITY SOUTHEAST
School of Education
STUDENT CRITIQUE OF LABORATORY FIELD EXPERIENCE

Directions: Write 1-2 paragraphs in response to each of these 4 questions. Use this as a cover sheet.

1. How valuable do you feel this experience has been in giving you some insight into your potential to become a teacher?

2. What kinds of activities did you get involved in? Which of these activities were most satisfying to you?

3. What frustrations did you feel? Why do you think you felt that way?

4. What have you learned from this experience which will help you to become a good teacher? Be as specific as you can.

Additional comments:

Name of Student _____
Name of Host School _____
Name of Teacher Assisted _____
Grade Level _____

INDIANA UNIVERSITY SOUTHEAST - SCHOOL OF EDUCATION
M201 Laboratory/Field Experience (Elementary)
Field Experience Assessment (to be completed by the classroom teacher)

Candidate's Name _____ Semester _____
M201 Instructor _____ Section No. _____

Field Experience Certification:

The above named student completed 30 hours in my classroom: ____ YES ____ NO

Teacher's Name: _____ Signature: _____

School: _____ Grade(s): ____ Subject(s): _____ Date: _____

Directions: Please rate this candidate's performance in your classroom in each of these areas according to the following scale: 0 = Unacceptable, 1 = Basic, 2 = Proficient, N/O = No Opportunity to observe.

Program Stds.	Performance/Examples	Assessment (circle one)
I.c.	Understands how children learn and develop. Has talked with teacher about developmental differences, has used concepts from learning theories (Examples: positive reinforcement, modeling, scaffolding, student-student interaction; encouraging learners' questions); uses age appropriate language.	0 1 2 N/O
I.g.	Uses formal and informal assessment strategies. Gives make-up quizzes and/or tests; talks with children about assessment results; talks with teacher about how assessment data is used.	0 1 2 N/O
II.c.	Understands differences in students' abilities. Has talked with the teacher about, and/or interacted appropriately with, students of differing abilities; matches interaction and teaching strategies to the child.	0 1 2 N/O
II.d.	Manages classroom procedures. Worked with a small group to complete a task; successfully moved a group of children from location to location within the school grounds; efficiently distributed materials.	0 1 2 N/O
III.c.	Encourages positive social interactions, active learning, and self-motivation. Talks with teacher about classroom interactions; urges children to act on objects, ask questions, and think critically; uses extrinsic rewards but moves to intrinsic rewards as much as possible.	0 1 2 N/O
III.d.	Provides feedback to students. Appropriately used positive oral; feedback provided encouragement to individuals; used written feedback as appropriate.	0 1 2 N/O
IV.a	Reflects on teaching. (Ex., asks about classroom procedures, discusses own goals, asks others about theirs, talks about how she/he feels in the classroom.)	0 1 2 N/O

OVER	OVER	OVER
Dispositions	Examples	Assessment (circle one)
1.	Respects accepted legal and ethical norms and values of education. (Ex., maintains confidentiality of student records, is truthful and honest, uses no inappropriate language or derogatory statements.)	0 1 2 N/O
4.	Exhibits appropriate personal management behaviors. (Ex., punctuality, appropriate dress, language.)	0 1 2 N/O
6.	Exhibits enthusiasm for teaching. (Ex., asks questions, stays beyond scheduled time, is animated when talking with students.)	0 1 2 N/O

PLEASE MAKE COMMENTS BELOW ABOUT THE CANDIDATE'S PROMISE AS A PROSPECTIVE ELEMENTARY CLASSROOM TEACHER. THESE ARE HIGHLY VALUED.

(Teacher's Signature)

Give this form to the student or return to:

**Guy O. Wall
IUS School of Education,
4201 Grant Line Rd.,
New Albany, IN 47150**

CODE OF ETHICS
For
Pre-Service Field Experiences
INDIANA UNIVERSITY SOUTHEAST
SCHOOL OF EDUCATION

Date _____
Course # _____
Section # _____

Complete Legal Name of Student
(Please Print) _____
Social Security Number _____

(Instructor's Name)

1. Have you ever been convicted of a felony? Yes _____ No _____

2. Have you ever been convicted of a misdemeanor other than minor traffic violations since January 15, 1994? Yes _____ No _____

If the answer is *Yes* to either question 1 or 2, attach a written explanation and provide the court records *within 20 calendar days*.

Signature of student indicates authorization for release of all court records.

Signature _____
Complete Legal Name of Student _____

As a pre-professional, I recognize my commitments to the students, to supervisory personnel, to the school system, to the university, and to the profession. I affirm and accept my responsibility to practice my profession according to the highest ethical standards as follows:

1. Conduct professional business through the proper channels.
2. Discuss confidential and official business with authorized persons only.
3. Conduct oneself in a professional manner.
4. Follow all practices and policies of the assigned school and the university.
5. Deal justly and impartially with students regardless of their physical, emotional, political, economic, social, racial, or religious characteristics or background.

I recognize that my conduct may be regarded as representative of my role in the profession as stated above. I further confirm this commitment by my signature.

Signature _____
Complete Legal Name of Student _____

**IU SOUTHEAST FIELD EXPERIENCES
CONFIDENTIAL EMERGENCY INFORMATION SHEET**

IUS COURSE # AND SECTION # SEMESTER AND YEAR

NAME _____ HOME PHONE _____
 Last First Initial

ADDRESS: _____

PERSONAL ABLE TO MAKE EMERGENCY DECISIONS

Last Name First Name Relationship

Address: _____
Home Telephone: _____
Place of Employment: _____
Work Telephone: _____

SECOND EMERGENCY CONTACT:
(Other than above phone numbers and address)

Last Name First Name Relationship

Home Telephone _____
Work Telephone _____

DOCTOR _____ PHONE _____

OPTIONAL:
Other information you feel would be important in a medical emergency:

Nearest Hospital will be used in the case of an emergency.

This Confidential Emergency Information Sheet for all field placement students will be kept in the Office of Student Services in the School of Education at Indiana University Southeast.

**A T T E N T I O N - H340 AND P250 STUDENTS
FOR YOUR INFORMATION**

**CRIMINAL HISTORY INFORMATION/PROCEDURES FOR
STUDENT TEACHERS**

Effective July 1, 1997, Indiana Code 20-5-2-7 requires individuals who have direct, ongoing contact with children to have a current limited criminal history on file with the applicable school corporation. Student teachers from Indiana University Southeast are required to comply with this law.

Prior to the first day of student teaching, students must submit a limited criminal history to Student Services in the Division of Education. Limited criminal history means:

information with respect to any arrest, indictment, information or other formal criminal charge, which must include a disposition. However, information about any arrest, indictment, information or other formal criminal charge which occurred less than one (1) year before the date of a request for such a record shall be considered a part of a criminal history even if no disposition has been entered. IC20-5-2-7.

Applications for the criminal history for both Indiana and Kentucky residents may be obtained from Student Services in the School of Education. It is important to note that the processing period for the criminal check is usually 10-15 days. Upon receipt of the limited criminal history, Student Services will house the document in the student's file until he/she seeks certification from the Indiana Professional Standards Board and/or of the Kentucky Division of Education.

In the event that a student's criminal history indicates a violation, the student will not be permitted to begin student teaching. If the student chooses to appeal this decision, he/she must present a written explanation of the violation to the appropriate team, i.e. Elementary or Secondary Team. The student has the right to follow the appeal process in its entirety. A copy of the appeal process may be secured from the Dean's secretary in the Division of Education.

The Indiana Professional Standards Board evaluates all certification papers including the criminal history and determines if a license will be issued to the applicant. Please check the attached list of offenses that may jeopardize student teaching and/or licensure.

I HAVE READ THE INFORMATION CONTAINED IN THIS DOCUMENT.

SIGNATURE _____

DATE _____

Indiana Code 20-5-8

- 1. murder**
- 2. causing suicide**
- 3. assisting suicide**
- 4. voluntary manslaughter**
- 5. reckless homicide**
- 6. battery (unless 10 years have elapsed)**
- 7. aggravated battery**
- 8. kidnapping**
- 9. criminal confinement**
- 10. sex offense under IC 35-42-4**
- 11. car jacking**
- 12. arson (unless 10 years have elapsed)**
- 13. incest**
- 14. neglect of a dependent (unless 10 years have elapsed)**
- 15. child selling**
- 16. contributing to delinquency of a minor (unless 10 years have elapsed)**
- 17. offense involving a weapon under IC 35-47 (unless 10 years have elapsed)**
- 18. offense relating to controlled substances under IC 35-48 (unless 10 years have elapsed)**
- 19. offense relating to material or performance that is harmful to minors
or obscene under IC 35-49-3 (unless 10 years have elapsed)**
- 20. offense relating to operating a motor vehicle while intoxicated
under
IC 9-30-5 (Unless 5 years have elapsed)**
- 21. offense substantially equivalent to any of the above in which the conviction
occurred in another jurisdiction (state).**

INDIANA UNIVERSITY SOUTHEAST
School of Education
PERSONAL DATA
M201

Name _____ Address _____

Birthdate _____ Sex F M

Phone _____ School in which enrolled _____

University Major _____ Sem hrs. completed by end of this semester _____

High school graduated from _____ Year _____

Why did you decide on teaching as a career?

What other fields of work have you considered? _____

Other colleges attended/other majors _____

List the schools in which you participated in the H340 practicum experiences:

(School) (Teacher) (No. of hours)

(School) (Teacher) (No. of hours)

What other experiences have you had in working with children and adolescents?

How many hours per week are you employed this semester? _____

Place of employment _____

List extra-curricular activities (both high school and college)

High School

College

