

Indiana University Southeast
School of Education

EDUC-M 201 Elementary Educational Psychology
Field Experience

Packet of Forms

Instructor
Sau Hou Chang, Ph.D.
Assistant Professor of Educational Psychology

Table of Contents

1. Personal Data	3
2. Confidential Emergency Information.....	4
3. Code of Ethics	5
4. Criminal History Information.....	6
5. Principal/Teacher Letters	8
6. Field Experience Assessment Sample	10
7. Field Experience Summative Reflection.....	12

Indiana University Southeast
School of Education
EDUC-M-201 Elementary Educational Psychology Field Experience
Personal Data (to be completed by the IUS student)

Name: _____ Age: _____ Sex: F M Date: _____

Address: _____

Phone: _____ E-Mail: _____

High school: _____ Year of Completion: _____

Colleges Attended	Year	Major
_____	_____	_____
_____	_____	_____

Why did you decide on teaching as a career?

What other fields of work have you considered?

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

(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):

**Indiana University Southeast
School of Education
EDUC-M-201 Elementary Educational Psychology Field Experience
Confidential Emergency Information (to be completed by the IUS student)**

IUS Course # & Section #: _____ Semester & Year: _____

Name: _____ Home Phone: _____
Last First Initial

Address: _____

Doctor: _____ Phone: _____

FIRST PERSON ABLE TO MAKE EMERGENCY DECISIONS

Last Name First Name Relationship

Address: _____

Home Telephone: _____ Cell Phone: _____

Place of Employment: _____ Work Telephone: _____

SECOND PERSON ABLE TO MAKE EMERGENCY DECISIONS

Last Name First Name Relationship

Address: _____

Home Telephone: _____ Cell Phone: _____

Place of Employment: _____ Work Telephone: _____

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

Indiana University Southeast
School of Education
EDUC-M-201 Elementary Educational Psychology Field Experience
Code of Ethics (to be completed by the IUS student)

IUS Course # & Section #: _____ Date: _____

Complete Legal Name of Student (Please Print)

Social Security Number

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

**Indiana University Southeast
School of Education
EDUC-M-201 Elementary Educational Psychology Field Experience
Criminal History Information (to be completed by the IUS student)**

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 the Office of Student Services in the School 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 the Office of 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 School 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).**

Dear Principal and Teacher:

We would like to introduce you to the following Indiana University Southeast (IUS) student who is requesting placement in your school to complete a 30 hour practicum experience associated with the courses, EDUC-P-250 General Educational Psychology and EDUC-P-251 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.
6. 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 the end of the IUS semester. Please develop a schedule that meets your needs as well as those of the practicum student. We usually recommend at least ONE hour per visit, with the visits spread over the IUS semester, rather than fewer days with more hours per day.

The field experience is a valuable component of the pre-service teacher's educational experience. The IUS 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 Instructor

James L. Clements
jlclemen@ius.edu
812-941-2593

Jane E. Riehl
jriehl@ius.edu
812-941-2449

Sau Hou Chang
sauchang@ius.edu
812-941-2606

(To be kept by the IUS student)

Dear Principal and Teacher:

We would like to introduce you to the following Indiana University Southeast (IUS) student who is requesting placement in your school to complete a 30 hour practicum experience associated with the courses, EDUC-P-250 General Educational Psychology and EDUC-P-251 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.
6. 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 the end of the IUS semester. Please develop a schedule that meets your needs as well as those of the practicum student. We usually recommend at least ONE hour per visit, with the visits spread over the IUS semester, rather than fewer days with more hours per day.

The field experience is a valuable component of the pre-service teacher's educational experience. The IUS 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 Instructor

James L. Clements
jlclemen@ius.edu
812-941-2593

Jane E. Riehl
jriehl@ius.edu
812-941-2449

Sau Hou Chang
sauchang@ius.edu
812-941-2606

Indiana University Southeast
School of Education
EDUC-M-201 Elementary Educational Psychology Field Experience
Field Experience Assessment Sample (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.

<u>Program</u>	<u>Performance/Examples</u>	<u>Assessment</u> (circle one)			
<u>Stds.</u>		0	1	2	N/O
I.c.	<u>Understands how children learn and develop.</u> 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.	<u>Uses formal and informal assessment strategies.</u> 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.	<u>Understands differences in students' abilities.</u> 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.	<u>Manages classroom procedures.</u> 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.	<u>Encourages positive social interactions, active learning, and self-motivation.</u> 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.	<u>Provides feedback to students.</u> Appropriately used positive oral; feedback provided encouragement to individuals; used written feedback as appropriate.	0	1	2	N/O
IV.a	<u>Reflects on teaching.</u> (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
<u>Dispositions</u>	<u>Examples</u>	<u>Assessment</u> (circle one)
1.	<u>Respects accepted legal and ethical norms and values of education.</u> (Ex., maintains confidentiality of student records, is truthful and honest, uses no inappropriate language or derogatory statements.)	0 1 2 N/O
4.	<u>Exhibits appropriate personal management behaviors.</u> (Ex., punctuality, appropriate dress, language.)	0 1 2 N/O
6.	<u>Exhibits enthusiasm for teaching.</u> (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)

SAMPLE

Give this form to the student or return to: Sau Hou Chang, Ph.D.
Indiana University Southeast
School of Education,
4201 Grant Line Rd.,
New Albany, IN 47150

**Indiana University Southeast
School of Education
EDUC-M-201 Elementary Educational Psychology Field Experience
Field Experience Summative Reflection (to be completed by the IUS student)**

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

1. What successes did you experience in the field experience, and what made them happen?
2. What challenges and frustrations did you experience in the field experience, and how did you deal with them?
3. What changes did you see in yourself as a teacher candidate after participating in the field experience?
4. How do you now feel about your ability and knowledge as a future teacher?
5. What have you learned from the field experience about how children learn?

Additional comments:

Name of Student _____

Name of Host School _____

Name of Teacher Assisted _____

Grade Level _____

Date _____