Policy guidelines describing the selection of K-12 schools that are used for field placements and/or student teaching.

Program teams maintain close relationships with specific schools selected as models of best practices. Selection of school sights for field experiences is at the discretion of the school system. The university requests certain schools, but the district office has final say as to the school site and the teacher. Each initial program has established criteria for the selection of clinical faculty. Initial programs collect and maintain information on each school supervising teacher regarding degrees, years of experience, and license level to inform programs of accomplishments of school personnel.

Elementary education and special education candidates complete early field experiences in schools such as Mt. Tabor Elementary School (inclusion school), Galena Elementary School (extensive technology integration), Farnsley Middle School (extensive technology integration), and Coleridge Taylor Elementary School in Jefferson County Public Schools (large population of ESL students). Secondary education candidates complete field experiences in locations such as Jeffersonville High School and Hazelwood Middle School (diversity and high quality special needs programs), and New Albany High School (large offering of advanced courses). Our goal is to provide each candidate with an experience in a diverse school setting. Most of the schools or districts have made AYP.

Please see form below.
CAPSTONE EXPERIENCE
INDIANA UNIVERSITY SOUTHEAST
SCHOOL OF EDUCATION
FACULTY DATA SHEET FOR
SUPERVISING TEACHER

Name of Supervising Teacher _____________________________________________
Social Security Number _________________________________________________
Home Address of Supervising Teacher ______________________________________

City __________________________________ State __________________________ Zip Code
____________________________________

Student Teacher’s Name ________________________________________________
Date Assignment Began __________ Date Assignment Ended __________
Site School __________________________ Phone ____________________________
Address ____________________________________________________________ Grades Taught __________ Subject(s) __________

Have you ever been employed by an I. U. campus? Yes____ No____ If Yes, dates __________

Academic Degrees:

Degree __________________________ Date __________________________ Institution __________________________

Areas Certified to Teach: ________________________________________________
Years of Teaching Experience: __________________________
Number of Years in Present Position __________________________

Previous positions: __________________________ Number of Years __________________________

Professional memberships: ____________________________________________

THIS FORM, THE W-9 FORM, AND THE DISBURSEMENT VOUCHER PAYEE CERTIFICATION ARE TO BE TURNED IN TO THE SCHOOL OF EDUCATION ON THE FIRST DAY OF STUDENT TEACHING. THE FINAL EVALUATION, DISPOSITIONS AND PROGRAM EVALUATION ARE TO BE SENT TO THE SCHOOL OF EDUCATION WHEN STUDENT TEACHING IS COMPLETED. THESE FORMS MUST BE ON FILE IN OUR OFFICE BEFORE YOUR HONORARIUM CHECK CAN BE PROCESSED.