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# Educator Preparation Institute

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**Field Experience**

**Handbook**

**2018-2019**

**VALENCIA COLLEGE**

This handbook helps prepare and maximize your EPI Field Experience: field observations, artifacts, and teaching demonstrations in the EPI0950 course.

The field experience course components apply to both teachers & non-teacher candidates:

- Directed observation and teaching demonstrations
- 30-hour field experience segment in a public, charter, or accredited private school (If you have a full-time, permanent teaching position, observation hours will occur in your own classroom.)
- Teaching demonstrations:
  - 1.) Self-observation in video format with EPI template observation documentation
  - 2.) Observation by supervising teacher or administrator with school or EPI observation template documentation
  - 3.) Observation by Valencia College faculty onsite or via video, depending on location, with EPI observation template documentation
  - 4.) Group observation of TeachLIVE mini-lesson in only class meeting with FEAPS notes and reflection

EPI0950 is designed to expose you to a K-12 classroom under the guidance of an experienced and clinically-trained supervising teacher as well as your Valencia College professor.

The field experience - in observations and teaching demonstrations - forms the culmination of your learning experiences in Valencia's Educator Preparation Institute. Observations are much more than simply watching what happens. Your observations of a classroom and the interactions within it will be made through the lens of the Florida Educator Accomplished Practices (FEAPs) educational theories, instructional strategies, and practical applications. Thus, you will employ your critical thinking skills in objectively identifying what occurs in a classroom, analyzing it in terms of teaching and learning, and evaluating the outcomes. Similarly, teaching demonstrations reflect your learning and expertise in analyzing content and student needs in order to design and deliver effective lessons and evaluate the outcomes.

In order to complete the field experience, EPI candidates must have completed EPI 0001, EPI 0002, EPI 0003, EPI 0004 and submit a Field Experience Intent form to EPI offices by the deadline. All field experience classes are mixed mode. (95% of the course is on-line with 1 on-site West Campus Saturday class).

**Field Experience Requirements for EPI candidates NOT in a full-time teaching position are as follows:**

Field experiences for non-teacher candidates can **only** be started at the beginning of the fall and spring semesters.

Students enrolled in the course are required to complete 30 hours of observations and demonstrations under the guidance of a clinically trained educator. **Florida certification requirements state that prior teaching experience does not count.** If you are NOT currently in a full-time teaching position, then you must be placed in a field experience and complete teaching demonstrations of FEAPs competencies.

**Field Experience Requirements for EPI candidates in a full-time teaching position are as follows:**

Full-time teachers do not have to complete 30 hours of observation in an outside classroom and may use their own class for observations and demonstration artifacts, but they must complete all observed teaching demonstrations, assignments and artifacts as required in EPI0950.

Full-time teachers may substitute their most recent district or school evaluation in lieu of a supervising teacher evaluation. All other field experience requirements remain the same.

### **CORE COURSE THAT REQUIRES FIELD OBSERVATIONS**

**EPI0950 Field Experience:** The 4 credit course consists of a combined 30 hour field experience in a public, charter or accredited private school with required observations and teaching demonstrations. The teaching demonstrations' documentation is as follows:

Lesson Plan 1
Lesson 1 Analysis & Reflection
Lesson Evaluation (Video) – EPI Observation Template
Lesson Plan 2
Lesson 2 Analysis & Reflection
Lesson Evaluation (Supervising Teacher or Admin) – school or EPI Observation Template
Lesson Plan 3
Lesson 3 Analysis & Reflection
Lesson Evaluation (Valencia Faculty) - EPI Observation Template
TeachLIVE Mini Lesson onsite at Valencia's West Campus classroom 1-254 with assigned FEAPS
Mini Lesson Analysis & Reflection
Mini Lesson FEAPS Notes

## **Field Experience Checklist**



**Valencia College** Educator Preparation Institute

Please complete the following steps to ensure that you have a field experience and necessary overrides for registration. *Field Experience MUST be completed in the subject area that the FLDOE has said you are eligible to teach as identified on your statement of eligibility and for which you have been using in your EPI coursework.* If you have been using multiple subject areas, then you will be required to complete multiple field experiences to ensure you are effective in each subject area. The intent form is required by the deadline below for the term in which you will be taking EPI0950.

### **Intent Form Deadlines:**

Fall Term:	March 1 <sup>st</sup>
Spring Term:	September 1 <sup>st</sup>
Summer Term:	March 1 <sup>st</sup> (teachers only)

### **Field Experience Steps Teacher-Candidates (Non-Teacher):**

- \_\_\_\_\_ 1. Complete and submit a Field Experience Proposal form (*ONLY IF YOU INTEND TO COMPLETE THE FIELD EXPERIENCE IN A NON-PUBLIC SCHOOL*) to Ellen Costello at [ecostello1@valenciacollege.edu](mailto:ecostello1@valenciacollege.edu) or fax 407-582-5582. The placement form will be sent to the administrator of the non-public school of your intended field experience by the EPI office to determine suitability of the school for placement.
- \_\_\_\_\_ 2. Complete and submit a Field Experience Intent form to Ellen Costello at [ecostello1@valenciacollege.edu](mailto:ecostello1@valenciacollege.edu) or fax 407-582-5582
- \_\_\_\_\_ 3. Receive district instructions from the EPI office
- \_\_\_\_\_ 4. Complete fingerprinting based on the district instructions. Keep fingerprinting receipt!
- \_\_\_\_\_ 5. Complete and submit all field experience documents to Ellen Costello by deadline
- \_\_\_\_\_ 6. Receive overrides from EPI office
- \_\_\_\_\_ 7. Register for EPI0950 by payment deadline

### **Field Experience Steps for Full-Time Teachers:**

- \_\_\_\_\_ 1. Complete and submit a Field Experience Intent form to Ellen Costello at [ecostello1@valenciacollege.edu](mailto:ecostello1@valenciacollege.edu) or fax 407-582-5582
- \_\_\_\_\_ 2. Receive overrides from EPI office
- \_\_\_\_\_ 3. Register for EPI0950 by the payment deadline

Once Field Experience documents are submitted to the EPI office, they will be sent to the appropriate district office where they will be processed for approval and placement. Your placement will be based on your choices and the availability of a teacher with the clinical supervision training and 3 years teaching experience in the subject area in the school of choice. Pending district approval and fit, you will be placed. Otherwise, the district is required to find a placement in a school with the requirements of the FLDOE within their district.

**All paperwork for Orange, Osceola and Lake County must be completed prior to the deadlines. If you want to complete your field experience in a private school, a charter school, or any other county, you must complete the Field Experience Intent form (p. 10). Submit to Ellen Costello by faxing to 407.582.5582 or you can scan and email to [ecostello1@valenciacollege.edu](mailto:ecostello1@valenciacollege.edu). A Field Experience Placement form (p. 9) will be sent to you upon receiving your Field Experience Intent form. It must be completed and returned prior to the field experience for approval.**

An official **verification form** (p. 8) for observation of the teaching demonstration by the supervising teacher will be required for all students who are not currently employed in a full-time, permanent teaching position and must be signed by the supervising teacher in order for you to receive credit for the course.

If your situation changes for any reason while waiting for field experience placement: hired as a teacher, relocation, or decide not to take EPI0950 during the term field experience documents were submitted, please contact Ellen Costello immediately 407.582.5473 or email [ecostello1@valenciacollege.edu](mailto:ecostello1@valenciacollege.edu). The district will need to be notified. If you fail to communicate changes, the district has the right to deny you future placement.

- If you plan to enroll in field experience courses for the fall semester, paperwork is due by **March 1st**.
- If you plan to enroll in field experience courses for the spring semester, paperwork is due by **October 1st**.
- Summer semester field experiences may only be completed by current teachers. The deadline for summer field experience intent forms is **March 1<sup>st</sup>**.

**SECURITY SCREENING:**

Prior to beginning a field experience, all EPI non-teacher candidates must submit to a background check. If you are completing your field experience in a public school, you must go through that school district's background and fingerprinting process. The instructions for fingerprinting will be included in the field experience information sent to you after receiving the intent form.

Students who do not complete their field experience at a public school are responsible for meeting the requirements of the institution or agency that is hosting them. A copy of the completed background check must be submitted to the EPI office. **If the school does not require a background check, then the student must obtain a waiver stating that the school is waiving the requirement for a background check and accepts all responsibility for the EPI student's actions and behaviors at that school.**

**Florida Statute 1012.32 (2)(d)**

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Student teachers, persons participating in a field experience pursuant to s. 1004.04(6) or s. 1004.85, and persons participating in a short-term experience as a teacher assistant pursuant to s.1004.04(10) in any district school system, lab school, or charter school shall, upon engagement to provide services, undergo background screening as required under s. 1012.56.

Fingerprints shall be submitted to the Department of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing. Persons subject to this subsection found through fingerprint processing to have been convicted of a crime involving moral turpitude shall not be employed, engaged to provide services, or serve in any position requiring direct contact with students. Probationary persons subject to this subsection terminated because of their criminal record have the right to appeal such decisions. The cost of the background screening may be borne by the district school board, the charter school, the employee, the contractor, or a person subject to this subsection.

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<p>Make sure you follow the fingerprinting requirements and instructions based on your district prior to submitting to fingerprinting. Please keep your fingerprinting receipts!</p>
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## NOTES FOR FIELD OBSERVATIONS

### EPI 0950

The purpose of field observations is to note and interpret the various interpersonal and instructional interactions between the teacher and student(s) as well as interactions occurring among students in the classroom in order to identify patterns of behavior. This helps you understand school and classroom dynamics and how to impact them in the interest of high quality instruction.

### **TIPS for Field Experience Observations**

1. Schedule your observations as soon as possible.
2. Dress professionally.
3. Record your observations for future reference and review. Include the date, time, and length of your interactions. Sketch the room layout. Identify the number of students. For diversity observations, include data on gender, race, special needs, language, and other information as available.
4. Consider choosing a focus for a specific observation (e.g., student-teacher interactions, instructional strategies, behavior management, verbal communication, nonverbal communication, and so on) in addition to more general observations of class climate and tone. Using the FEAPS as a lens for your observations is a good idea, especially in areas that you'd like to learn more about Instructional Design, Lesson Planning, Learning Environment, Instructional Delivery & Facilitation, or Assessment.
5. Talk to the teacher about his/her perception of what occurred during the observation. Think growth mindset for your own practices!
6. Interpret your findings (e.g., look for patterns of behavior by the teacher and/or students. Evaluate the outcome of instruction. Consider other alternatives and outcomes).
7. Reflect on your observations in terms of how you will use what you've learned in your future teaching experiences.
8. Complete assigned 20-40 minute teaching demonstrations.

## **Field Experience Procedures for Non-Teacher Candidates**

1. Non-teacher candidates will be sent placement information to their Atlas email. You will be given instructions on when and how to contact your supervising teacher. Expect the email with placement information to happen a few weeks prior to the semester beginning. For fall placements, do not contact the teacher until after the Labor Day Holiday. It takes time for all to adjust to returning to school after summer break. For spring placement, do not contact the teacher until the spring term class begins. Again, it takes time to adjust after the winter holiday break.
2. You negotiate your schedule with your supervising teacher. Keep in mind that the teacher and school schedule takes precedence. Usually, the teacher is very accommodating. If not, be respectful of their time and schedules. The teacher, school, and district are doing you and the EPI program a courtesy by allowing you to get on-the-job training in their schools with their trained personnel.
3. Dress appropriately. Represent yourself and Valencia in a professional manner. You are also being viewed as a potential teacher at that school and in the district.
4. Questions regarding field experience artifacts and assignments should be directed to your professor.
5. Questions regarding placement, fingerprinting, field experience paperwork are directed to the EPI manager.
6. EPI students are NOT to contact the district offices or the Director of Internships and Special Projects. The manager will represent your interest to the districts. Please contact the manager if you have any issues or concerns regarding the field experience school placement.
7. You may be invited to attend an internship orientation. The manager will send you the invitation from the district.





## Teacher Preparation and Re-Certification

### CERTIFICATION OF STUDENT OBSERVATIONS

Course:

**SUPERVISING TEACHER:** Please sign for each hour of student observation of your class.

Observation Hour / Date	Teacher's Name	Teacher's Signature	School	Grade Level / Subject
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



## Teacher Preparation and Re-Certification

### FIELD EXPERIENCE PLACEMENT FORM

**Directions:** To be officially placed in a school, the EPI student should complete this form and request the EPI manager, supervising teacher and school administrator's approval and signatures. Be sure to include the supervising teacher's certification area.

### STUDENT INFORMATION

Student Name:	Student VID#
Address:	
Cell #:	Home #:
Student Email Address:	
Instructor Name:	Instructor Email Address:
Student Subject Area:	Grade Level:

### SCHOOL INFORMATION

School Name:	School Address:	
Supervising Teacher Name:	Supervising Teacher Subject Area:	
Supervising Teacher Email:		County:
School Phone:	Principal Name:	
Grade Level:	Title I School:	Ethnic Composition:
Early Childhood (age 3-grade 3) _____	Yes __ (at least 40% free/reduced lunch)	% White non-Hispanic ____
Elementary (grade K-6) _____	No __ (less than 40% free/reduced lunch)	% Black non-Hispanic ____
Middle (grade 6-8) _____		% Hispanic ____
High School (grade 9-12) _____		% Other ____

### SCHOOL PLACEMENT APPROVAL

Supervising Teacher Signature _____	Date _____
School Administrator Signature _____	Date _____
EPI Program Manager Signature _____	Date _____



## Teacher Preparation and Re-Certification

### Field Experience: Intent to Enroll Form

DATE (of this application) \_\_\_\_/\_\_\_\_/\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

\*Valencia ID number (required) V \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Alternate Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Atlas Email: \_\_\_\_\_

#### Field Experience Enrollment Term:

☐ Fall Term      ☐ Spring Term      ☐ Summer Term\* (only current teachers permitted)

Are you current employed full time as a teacher?      ☐ Yes      ☐ No

If yes, please complete the following information:

County: \_\_\_\_\_

School: \_\_\_\_\_

Subject Area & Grade Level on Temporary Teaching Certificate: \_\_\_\_\_

If you are not currently teaching, please complete the following:

School District for placement: ☐ Orange County      ☐ Osceola County      ☐ Lake County  
☐ Other County

**Note:** Based on your selection, you will be sent the field experience instructions through email for that district. Please read the instruction carefully. If you have questions, please contact the EPI office at 407.582.5473.

#### Criminal History:

Have you ever been convicted of or entered a no contest or guilty plea regardless of offense other than minor traffic violation? ☐ Yes      ☐ No

**Note:** The Florida Department of Education may or may not issue a Professional Educator Certificate to an EPI completer who has any arrest or conviction. If you have any questions, please contact the EPI office at 407.582.5473.



## Teacher Preparation and Re-Certification

### Field Experience Proposal Form –

Only non-teachers, non-public school field placement

Student Name: \_\_\_\_\_

Subject Area & Grade Level: \_\_\_\_\_

Host School: \_\_\_\_\_

School Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

School Phone #: \_\_\_\_\_

Supervising Teacher Name

Supervising Teacher Signature

Supervising Teacher Email

Grade Level

Subject Area/Years of  
experience/Clinical cert – Y or N

Date

County

Principal Name

Best Time to Contact

Comments: