

Field Experience Responsibilities

University Student

- The students are to exhibit the high quality and standards expected of all who are associated with Xavier University.
- Students should maintain a courteous, cooperative, and professional attitude and manner, approach the learning/teaching experience with a positive attitude, and demonstrate interest through active participation in classroom/school activities. Examples of professional manner include: appropriate dress and conduct, and the holding in confidence any observations that pertain to the children, their families, and the teachers of the school.
- The students must comply and cooperate with the school district's rules, regulations, and procedures, and building policies specific to the usage of equipment and facilities.
- The students must complete all field assignments and expectations satisfactorily to the standards required by the Xavier University Elementary/Special Education Programs.
- Students are to report all absent days to the University supervisor and reschedule time to fulfill required hours. Students are responsible for contacting their cooperating teacher regarding an absence and providing him/her with any lesson plans or materials.

Cooperating Teacher

- Must have certification/validation and three years of experience in the specified area.
- Cooperating teachers provide an atmosphere of acceptance of the students as co-workers on the teaching staff, and assist them in completing activities (see pre-student teaching activities) that will ease their transition into the school organization.
- Cooperating teachers must plan with the university student, guide and supervise field experience. Documentation forms are provided.
- Observations and evaluations must be completed by the cooperating teachers. Record keeping and documentation are required. Forms are provided.
- Regularly occurring, open and honest communication needs to be utilized to facilitate a successful experience.
- Cooperating teachers commit to a regularly scheduled planning period and can, in turn, expect the student teacher to show written preparation of lessons prior to instruction.
- Cooperating teachers guide the student into teaching responsibilities gradually and recognize the fact that they should relinquish their classes to capable student teachers so that they may develop the art of teaching.
- They allow the student teacher to develop individualized teaching abilities while

- recognizing at all times their legal responsibility as the certified teacher.
- Cooperation with the standards and requirements of Xavier University Education Programs is necessary.

University Supervisor

- University supervisors must assist and counsel the student through site visits, scheduled conferences, and telephone conversations. Documentation is required.
- University supervisors make at least one conference visit for field-based students and at least four formal observations for student teachers. Two of these visits include three-way conferences with the cooperating teacher, student teacher, and supervisor.
- Written observation reports and evaluations are to be completed by the university supervisor either cooperatively with the student teacher and cooperating teacher, or separately as the situation requires. Record keeping and documentation are required.
- The supervisor acts as a public relations emissary between the university and cooperating schools; as an intermediary between the student teacher and cooperating teacher; as an individual counselor and teacher for the student teacher; as an assessor and evaluator of student competency; and as a participant in planning.
- The supervisor must be a resource person for all participants during the field experience.