

Fieldwork Guidelines

This quarter you will be spending **up to 30 hours in a classroom** to fulfill the **fieldwork component** for the education course you are enrolled in (see specific fieldwork hour requirements in the UCR course catalog [<http://catalog.ucr.edu>] or consult your course syllabus). If you are concurrently enrolled in another course that requires fieldwork hours, the **fieldwork hours for each course must be completed and counted separately**. It is acceptable to do the fieldwork hours for both courses in the same classroom. However, realize that you will have to be good steward of your time to be able to complete all of the hours for both courses this quarter.

During your fieldwork hours, you may be doing some **observations** in the classroom and/or **tutoring of participating in classroom activities**, as well. The details about the **expectations** for your fieldwork hours are detailed in **your course syllabus** or will be discussed by **your instructor**. Your cooperating teacher will guide you in what type of participation s/he will permit and/or appreciate. **Please remember you are there to observe and/or participate in classrooms**. You may be asked to correct or grade some papers; although this is a very important aspect in teaching, your purpose is to learn what goes on in classrooms. Therefore, if your cooperating teacher continually asks you to grade papers to the point where you cannot observe what is happening or participate in the classroom activities, you will need to politely decline the next time s/he asks you to correct papers.

Because you may have assignments based on your fieldwork that are due early in the quarter, you should work on finding your placement as soon as possible. Several suggestions for finding your own placement are: call or visit neighboring schools; look up local schools in the phone book and call or visit them; ask friend and relatives who work in schools or who know people who do to refer you to cooperative schools and/or teachers. Download a copy of the **letter of introduction from your course instructor** (available on the Field Placement Information website [http://education.ucr.edu/curr_fieldwork.html]), which explains the course requirements and verifies that you are in the course, and take it with you when you visit schools requesting a placement.

The School Must:

- **Be a public (K-12) school.**

The Classroom Must:

- Be a regular education classroom (**no ROP or other special, non-academic programs**).
- If you are enrolled in EDUC100B-001, the classroom must be a special classroom.
 - If the school is on a year-round schedule, the teacher and class must be “on track” through the entire quarter.
- **Contain the target student population** specified in the course syllabus or by the instructor.

The Teacher Must:

- Not be a relative or a good friend (although they’re great contact to help you find a placement!).
- Be willing to sign your **Fieldwork Verification letter**, your weekly observation logs, and fill out an **evaluation** on you **at the end of the quarter**.
- Have the **required credential (s)** for the particular course you are enrolled in (consult the course syllabus or instructor).

The Observer (that’s you!) Must:

- Be aware that some districts require fingerprinting and/or TB tests be done prior to starting your observations (both cost money).
- Act as a representative of UCR, dressing and behaving professionally the entire time you are on the school campus.
- Be respectful of the teacher as s/he is teaching... NEVER interrupt during a lesson, even if you think it’s a really important question... ask it later!
- Turn in a **Field Placement Verification letter** (available on the Field Placement Information website [<http://education.ucr.edu/pdf/Verification%20Letter.pdf>] by the deadline posted.
- Keep a log of your fieldwork hours, which will be turned in at end of the quarter (required to pass class; log is available on the Field Placement Information website [<http://education.ucr.edu/pdf/Verification%20Letter.pdf>]).
 - Record what you observed during your time in the classroom.
 - Get teacher signature on log after each observation.
- Call the school and notify your teacher if you are going to be absent.
- Follow school rules for signing in/out, where to park, etc.
 - CHECK what the expectations are your first day (or before, if possible)!