

Placement Assignments

- All placement assignments are done through Broward County Public Schools.
- Students are **not** guaranteed a placement in the same city in which they reside. They will, however, be placed within the geographical region that they choose on the application. **No** changes will be granted to placements for reason of distance.
- Once the student is placed, it is their responsibility to contact the school and schedule their first visit within **24 hours**.
- Students can complete a minimum of two hours but cannot exceed four hours per visit per placement.
- Students are required to meet with their cooperating teacher(s) within **one week** of being placed to complete the Field Experience Contract and create a tentative field experience schedule. Students must submit the field experience contract to Education Placement Office following **the initial meeting** with the cooperating teacher(s).
- Students needing multiple field experience assignments may be placed at the same school to complete all hours, however this is not guaranteed.
- If students have multiple placement assignments, students are still required to complete the field experience contracts and submit them to the Education Placement Office within one week of being placed, even if the field experience hours will be completed later in the term.
- Students enrolled in structured and practicum placements who do not submit the Field Experience Contract(s) within one week of being placed will not be observed and risk failure in the course(s).

Requirements at the Placement Site

Dress Code

- The security clearance badge must be visible at all times.
- Dress professionally and appropriately for the school setting in order to set an example for students, as prescribed by the dress code of the school.
- Maintain a clean and neat appearance at all times.
- Avoid clothing that is revealing and/or provocative in nature
- At no time will clothing such as t-shirts, flip flops, jeans, low cut shirts, cutoffs, etc be tolerated at the school; students observed dressing inappropriately at a school site may be asked to leave the school and must make up the hours at a later time.

Attendance/Punctuality

- Students must make the initial contact with the cooperating teacher prior to visiting the school.
- Wear the security clearance badge at all times for each visit.
- Comply with each school's security procedures.
- Arrive at the placement school 10-15 minutes early and check in at the main office. Let the office staff know that you will be coming on a regular basis.
- Always sign in/out at the school's front office upon arrival and departure.
- Be polite and patient with the office staff.

- Maintain a regular schedule and adhere to it. Consistent attendance and punctuality are mandatory to fulfill your required hours.
- Attend all scheduled sessions. If an emergency arises, notify the cooperating teacher and the college supervisor prior to the start of that day. Make-up sessions are required for all absences.

Maintain Professional Conduct

Students are expected to respect the internal rules of the school in which they are placed as they are representing Broward College. The student is expected to:

- During the first visit, provide the cooperating teacher with a copy of the course syllabus relevant to course assignment.
- Demonstrate professional and ethical behavior at all times and avoid negative comments about the college, school staff, student and/or the cooperating teacher.
- Students should never be left alone in the classroom.

Field Experience Documents

Contract

Once placed, students are required to contact their cooperating teacher within **24 hours** and schedule an initial appointment within **one week**. During this appointment, students must review their course syllabus with the cooperating teacher and provide them with a copy of the cooperating teacher guide. Students must also complete the field experience contract in collaboration with the cooperating teacher in order to schedule the dates and times of the placement. If a student is taking more than one course during the semester which require field experience hours, the student must meet with all assigned cooperating teachers within **one week** of placement and complete the field experience contract.

Students must submit the field experience contract(s) directly to the Education Placement Office immediately following the initial visit(s). Students enrolled in structured and practicum placements who do not submit the Field Experience Contract(s) within **one week** of being placed will not be observed and risk failure in the course(s).

Log/Evaluation Form

Each time the student visits the placement classroom, they must record the date and time on the Log/Evaluation Form. The cooperating teacher must sign the log after **each visit** for verification purposes.

At the completion of the field experience hours, the cooperating teacher is asked to complete the evaluation section. The student is required to submit the completed Log/Evaluation Form to the Education Placement Office (for EDF1005 and EDF2085) or in LiveText (all upper-division education courses).