

Student Guide to Field Experience

Field Experience Placement

- All field experience placement assignments are assigned by the Teacher Education Program (TEP) at Broward College.
- Students are **not** guaranteed a placement in the same city in which they reside. They will, however, be placed within the geographical region of the address they provide when registering. **No** changes will be granted to placements for reason of distance.
- Once the student is placed at a school, an email will be sent from that school's Field Experience Coordinator (FEC), providing their cooperating teacher's contact information. It is the responsibility of the student to contact their cooperating teacher within **24 hours** to schedule their first visit.
- Students are required to meet with their cooperating teacher(s) within **one week** of being placed to create a tentative field experience schedule.
- Students needing multiple field experience assignments may be placed at the same school to complete all hours, however this is not guaranteed.
- It is recommended that once students are placed, they should visit the school's website to familiarize themselves with the school's operations.

Placement Site Requirements

Dress Code

- Regardless of what cooperating teachers wear to work, these following guidelines **MUST** be adhered to by all Broward College Students:
 - Broward County security clearance badge must be visible at all times.
 - **Avoid the following clothing options:** t-shirts, flip flops, jeans, low cut shirts, cutoffs, shorts, and any clothing that is revealing and/or provocative in nature.
 - Professional attire and a neat and clean appearance is expected at all times.
- Students observed dressing inappropriately at a school site will be asked to leave the school and must make up the hours at a later time.
- **If you are unsure of proper attire, please contact the TEP office for assistance at 954-201-7979.**

Attendance/Punctuality

- 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 using your badge at the school's front office upon arrival and departure in order to comply with each school's security procedures.
- Maintain a regular schedule and adhere to it. Consistent attendance and punctuality are mandatory to fulfill your required hours.

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- Attend all scheduled sessions. If an emergency arises, notify the cooperating teacher and Dr. Robyn Klein, the Coordinator of Clinical Education and Placement, 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
- During the first visit, provide the cooperating teacher with:
 - a copy of the course syllabus relevant to course assignment
 - Cooperating Teacher Guide found on the TEP website.
- Demonstrate professional and ethical behavior at all times and avoid negative comments about the college, school staff, students and/or the cooperating teacher.
- Broward College students should **never** be left alone in the classroom.

Reaction Form

- Each classroom visit must be recorded on the **Cooperating Teacher Reaction Form**. The cooperating teacher must sign the form after **each visit** for verification purposes.
- At the conclusion of the field experience hours, the cooperating teacher is asked to complete the reaction section.
- **EDF 1005 and EDF 2085** students must submit the completed Cooperating Teacher Reaction Form to the Education Placement Office by email to ttaylor2@broward.edu.
- Upper division TEP students will submit their reaction forms in LiveText.
- All reaction forms received at the TEP office will be verified through an email to the cooperating teacher confirming all school site visits.

SCAN AND EMAIL (ttaylor2@broward.edu) OR DROP OFF A COPY OF YOUR COOPERATING TEACHER REACTION FORM AT WHC 32, 8th FLOOR.

WE ARE NO LONGER ACCEPTING ANY FAXED DOCUMENTS

If you have any questions, please contact:

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