



## **APPENDIX D Field Handbooks**

**Field I/II  
Practicum I/II**

### **Field I: Education-Based Community Service**

- 15 hours of education-based community service spread over a minimum of 3 visits
- Recommended to be completed prior to or while taking EDUC 100: Introduction to Education
- With **prior** approval by the Program Coordinator and Teacher Education Program Director, can be completed at home, over breaks or during the summer
  - Work completed in education-based programs can be petitioned for use in meeting these requirements.
    - Form is located outside Main Hall Room 314
      - Return completed form to the Teacher Education Program Coordinator, Mindi Kelso at Main Hall Office 325C
- Must be approved by the WLU Petition Review Committee (Director of Teacher Education and Teacher Education Program Coordinator)

#### **Candidates are not to contact schools directly to arrange for placements.**

Although the Teacher Education Program Coordinator tries to accommodate requests for placement, there is no promise of placement in the schools that are requested. Factors such as but not limited to: availability of qualified teachers, diversity issues and number of candidate requests for the school impact the final placement.

### **Field II: Community-Based Educational Diversity Placement**

- 15 hours of community-based educational diversity experience in an afterschool program
- Recommended to be completed while taking EDUC 207: Educational Foundation
- With **prior** approval by the Program Coordinator and Teacher Education Program Director, can be completed at home, over breaks or during the summer
  - Work completed in community-based educational diversity programs can be petitioned for use in meeting these requirements.
    - Form is located outside Main Hall Room 314
      - Return completed form to the Teacher Education Program Coordinator, Mindi Kelso at Main Hall Office 325C
  - Must be approved by the WLU Petition Review Committee (Director of Teacher Education and Teacher Education Program Coordinator)

#### **Candidates are not to contact schools directly to arrange for placements.**

Although the Teacher Education Program Coordinator tries to accommodate requests for placement, there is no promise of placement in the schools that are

requested. Factors such as but not limited to: availability of qualified teachers, diversity issues and number of candidate requests for the school impact the final placement.

Please Note:

- Field I and Field II can be completed in any order, but must be successfully completed before placement in Practicum I.
- If the site qualifies as a diversity placement, the same site can be used for Field I and Field II.

**Procedures**

**Field I/II Checklist**

	Initiate background check ( <a href="https://www.castlebranch.com/">https://www.castlebranch.com/</a> ) <i>Place Order</i> → <i>Enter Package Code WE38</i> → <i>Submit</i> The cost is \$38.00
	Complete Teacher Candidate Information sheet received via email from Mindi Kelso, Teacher Education Program Coordinator
	Read the West Liberty University Teacher Education Candidate Policy Manual and Complete the <i>Acknowledgment of Receipt of the Teacher Education Candidate Policy Manual</i> form received via email from Mindi Kelso, Teacher Education Program Coordinator
	Sign up for Field I/II hours by deadline set by the Teacher Education Program Coordinator *15 hours is required for Field I/15 hours is required to Field II
	Visit the Card Center at the Service Center in the Student Union to obtain a West Liberty University Teacher Education photo ID card. This card must be displayed at all times while representing the West Liberty University Teacher Education Program.
	Email schedule, including dates and times to Mindi Kelso, Teacher Education Program Coordinator at <a href="mailto:mindi.kelso@westliberty.edu">mindi.kelso@westliberty.edu</a> within one week of placement
	Submit your completed time sheet (located outside Main Hall Room 314) to Mindi Kelso, Teacher Education Program Coordinator (Main Hall, Office 325C) *Supervisor signature is required for each line of the time sheet to verify attendance
	Complete assignments on LiveText related to Field I/II

	<p>Email Student Teacher Program Coordinator, Mindi Kelso, at <a href="mailto:mindi.kelso@westliberty.edu">mindi.kelso@westliberty.edu</a> to inform her that all requirements are completed and ready for review.</p> <p>****Deadlines will be communicated via email. Failure to meet due dates will necessitate completion of Field I/II during a different semester****</p>
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### **Field I/II Petition**

Complete the petition form and Field I/II time sheet (located outside Main Hall Room 314). It must be signed by you (teacher candidate) and the site supervisor from the program. Return completed forms to Mindi Kelso, Teacher Education Program Coordinator (Main Hall Office 325C) by the deadline (to be announced via email from [mindi.kelso@westliberty.edu](mailto:mindi.kelso@westliberty.edu)). Approval by the Petition Review Committee will be communicated via email from [mindi.kelso@westliberty.edu](mailto:mindi.kelso@westliberty.edu).

### **Practicum I: Partner School Placement**

- 15 hours spread over a minimum of 3 visits
- Placements are assigned by the Teacher Education Program Coordinator. **Candidates are not to contact schools directly to arrange for placements.** Although the Teacher Education Program Coordinator tries to accommodate requests for placement, there is no promise of placement in the schools that are requested. Factors such as but not limited to: availability of qualified teachers, diversity issues and number of candidate requests for the school impact the final placement.
- Must be successfully completed for admission to the Teacher Education Program.

### **Practicum II: Clinical Field Experience**

- Practicum II is an experience and not hours-based. In order to successfully complete Practicum II and move to student teaching, each candidate must complete all activities at the required level and attend and actively engage in all sessions for each school-based program during the Block. Each candidate, having completed the activities, will have amassed the appropriate amount of hours required for state certification.
- Must be completed during Methods & Materials Block as outlined in the course syllabus
- Placements are assigned by the Teacher Education Program Coordinator. **Candidates are not to contact schools directly to arrange for placements.** Although the Teacher Education Program Coordinator tries to accommodate

requests for placement, there is no promise of placement in the schools that are requested. Factors such as but not limited to: availability of qualified teachers, diversity issues and number of candidate requests for the school impact the final placement.

- Must be successfully completed for admission to the Professional Semester

### Practicum I/II Checklist

	Register for EDUC 209
	Initiate background check ( <a href="https://www.castlebranch.com/">https://www.castlebranch.com/</a> ) <i>Place Order</i> → <i>Enter Package Code WE38</i> → <i>Submit</i> The cost is \$38.00
	Complete Teacher Candidate Information sheet received via email from Mindi Kelso, Teacher Education Program Coordinator
	Read the West Liberty University Teacher Education Candidate Policy Manual and Complete the <i>Acknowledgment of Receipt of the Teacher Education Candidate Policy Manual</i> form received via email from Mindi Kelso, Teacher Education Program Coordinator
	Visit the Card Center at the Service Center in the Student Union to obtain a West Liberty University Teacher Education photo ID card. This card must be displayed at all times while representing the West Liberty University Teacher Education Program.
	Immediately after receiving placement information from the Teacher Education Program Coordinator, contact the teacher to schedule the first day. This date should be communicated to Mindi Kelso, Teacher Education Program Coordinator at <a href="mailto:mindi.kelso@westliberty.edu">mindi.kelso@westliberty.edu</a> .
	Email schedule, including dates and times to Mindi Kelso, Teacher Education Program Coordinator at <a href="mailto:mindi.kelso@westliberty.edu">mindi.kelso@westliberty.edu</a> within one week of placement
	Submit your completed time sheet (located outside Main Hall Room 314) to Mindi Kelso, Teacher Education Program Coordinator (Main Hall, Office 325C) *Supervisor signature is required for each line of the time sheet to verify attendance
	Complete assignments on LiveText related to Practicum I/II *The template provided for Practicum I should be utilized for all assignments. One document will be used and submitted three times throughout the Practicum I experience.*
	Email Student Teacher Program Coordinator, Mindi Kelso, at

<p><a href="mailto:mindy.kelso@westliberty.edu">mindy.kelso@westliberty.edu</a> to inform her that all requirements are completed and ready for review.</p>
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<p>****Deadlines will be communicated via email. Failure to meet due dates will necessitate completion of Practicum I/II during a different semester****</p>
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### **Background Check**

An individual must have cleared a <https://www.castlebranch.com/> criminal record check within 12 months of the date of the application for admission. If the criminal record check discloses anything that could disqualify the applicant from West Virginia teaching certification, then that individual will be denied admission into the field experience placement.

- If criminal charges are pending against an individual which could disqualify that individual from West Virginia teaching certification, then WLU reserves the right to delay or suspend that individual's field experience placement until those charges are resolved. WLU will not knowingly request a school placement for any individual who has been charged with criminal activity that could endanger the safety of the public school students.

### **Legal Disclosure**

All Teacher Education Candidates are required to complete a [Legal Disclosure](#) before entering the field. A narrative must be emailed as an attachment to [mindy.kelso@westliberty.edu](mailto:mindy.kelso@westliberty.edu) for all questions with the answer of "Yes". The narrative must be written as a formal letter providing specific details of the event including dates.

### **Organizational Procedures**

- Cooperating teachers assist the teacher candidates in getting acquainted with the schedule, routine and procedures that you have established in the classroom.
- Cooperating teachers direct the teacher candidate to any materials and resources that he/she will need during the placement.
- Placements should be participatory, not solely observational. In advance of the lesson each week, cooperating teachers and teacher candidates will discuss the appropriate level of participation expected of the teacher candidate.
- Cooperating teachers and administrators are not to leave the teacher candidate alone with students according to Policy 2510 and Article 18 and Safe and Supportive Schools Policy 4373.
  - [Policy 2510](#) (PDF/Word located on chart)
  - [Article 18](#)
  - [Safe and Supportive Schools Policy 4373](#)

## **Expectations For Teacher Candidates**

- **Field I/II:** Teacher candidates sign up for specific dates and times. *(If petitioning hours, teacher candidates must complete and submit the petition form. The form is located outside Main Hall Room 314.)*
- **Practicum I/II:** Teacher candidates arrange specific days and times with his/her assigned cooperating teacher.

### **For Both Field I/II and Practicum I/II:**

**Send your schedule, including days and times, to the Teacher Education Program Coordinator at [mindi.kelso@westliberty.edu](mailto:mindi.kelso@westliberty.edu) within one week of placement.**

A schedule is a very important component of a field experience. When assigned a placement, it is important to create a schedule that works for you and the Cooperating Teacher. This schedule allows you to be an active part of the classroom. The Cooperating Teacher knows when you are coming and can plan his/her lessons accordingly. The schedule should be made within one week of initial contact. It should contain all of the required hours and minimum days. Please attend all of the scheduled visits as listed. Poor attendance or frequent changes impacts your professional reputation and that of the university's. Once you have made a schedule, please send it to [mindi.kelso@westliberty.edu](mailto:mindi.kelso@westliberty.edu). Failure to comply with the information above will result in a negative disposition. Any changes made to the submitted schedule must be communicated to Mindi Kelso at (304) 336-8627. You can send an email as well, but a call must be placed to both Mindi Kelso and the school/teacher.

- Teacher candidates are expected to be punctual and participate in activities as directed by the site supervisor/cooperating teacher. Cooperating teachers expect teacher candidates to be part of the instructional team during field-based assignments. Arrive at least 10 minutes in advance of the agreed upon time for placement participation and stay for the full amount of time. *Regardless of the school policy, WLU teacher education candidates are required to sign in at the office upon arrival at the school and to sign out when they are leaving the school.*
- Teacher candidates *(including those petitioning hours)* are required to complete the reflections in LiveText associated with their time at the site.
- Teacher candidates are required to complete a timesheet that is signed by his/her site supervisor/cooperating teacher. Submit the completed timesheet to the Teacher Education Program Coordinator at Main Hall Office 325C within one week of completion. *(If petitioning hours for Field I/II, no time sheet is required pending approval.)*
- Teacher candidates are expected to abide by all WLU Teacher Education policies contained within the Policy Manual.

### **Procedures To Use If Teacher Candidate Is Not Meeting Expectations**

As soon as possible, please contact the Teacher Education Program Coordinator, Mindi Kelso, at (304) 336-8627 or [mindi.kelso@westliberty.edu](mailto:mindi.kelso@westliberty.edu) if the teacher candidate is not meeting professional standards at your site/classroom.

### **Field Placement Removal**

Failure to attend placements, failure to notify schools or afterschool centers of absences, dress code violations, unprofessional behavior during field placements and/or any violations of the field placement guidelines and policies is likely to result in the teacher candidate being removed from the field placement by the Director of Teacher Education.

When this is necessary, the Director of Teacher Education will gather all necessary documentation from the school or center regarding the conduct of the teacher candidate. The Director of Teacher Education will meet with the teacher candidate regarding his/her conduct and resulting actions.

Removal from a field placement will result in the immediate termination of the field placement, a rating of Unacceptable for the field experience, a negative disposition assessment and a referral to the Teacher Education Unit Admission/Retention Committee for review of program continuation. If permitted to continue in the Teacher Education Program, the entire field experience will need to be retaken in order to attempt to achieve successful completion of the placement.

The appeal process for removal from the field is the same as the appeal process for denial of program admission or program discontinuation.

### **Assessments To Be Completed By The Field I/II & Practicum I Teacher Candidate**

Field I/II: Teacher candidates are required to complete the LiveText assignments by the deadlines established by the Teacher Education Program Coordinator in order to be eligible to achieve TARGET level.

### **Assessments To Be Completed By The Practicum II Cooperating Teacher**

Disposition Assessment Form: Please complete by rating the teacher candidates as *Target*, *Developing* or *Unacceptable* for each of the areas listed. A description of each rating can be found at the bottom of the form. Please contact the Teacher Education Coordinator, Mindi Kelso, at (304) 336-8627 or [mindi.kelso@westliberty.edu](mailto:mindi.kelso@westliberty.edu) with any questions.



## **Attendance Policy**

It is very important that as you sign up to participate in a variety of activities, that you attend. Your commitment impacts your professional reputation, as well as the university's. The site makes plans around the number of students that are able to attend. When you cancel or do not show up, it impacts the activities and adds pressure to the person in charge. This email will serve as the warning. This behavior will result in a negative disposition from today moving forward. If you do have to make a change, call Mindi Kelso at (304) 336-8627. You can send an email as well, but you are required to call.

There are no scheduled personal or sick days during Field I/II and Practicum I/II. Absences for illness and emergencies will have to be made up. In addition, the Teacher Education Program Coordinator may request documentation from a medical doctor or other source. Excessive absences may result in the termination of the placement.

When it is imperative that a teacher candidate be absent, the teacher candidate must:

- Contact the site supervisor/cooperating teacher by telephone as early as possible to inform him/her that you will be absent. Leave a message if unable to speak with them directly. Make sure to have the school/site phone number for immediate use.
- Call the Teacher Education Program Coordinator, Mindi Kelso, at (304)336-8627 and indicate the reason for your absence. Please leave a voicemail if unable to reach Mindi Kelso. Notification is required before school begins.

Please follow the steps above in the event of tardiness.

**E-MAIL CALL OFF IS NOT ACCEPTABLE!**

## **Professional Conduct Requirements**

All teacher candidates are to adhere to the West Virginia Board of Education Policy 5202 while teaching:

- Exhibit professional behavior in all staff, teacher and student interactions by demonstrating positive examples of preparedness, communication, fairness, punctuality, attendance, language and appearance. The use of profane, derogatory or sexually explicit language is prohibited.
- Maintain confidentiality regarding students and PreK-12 faculty and staff information.
- Dress professionally. Teacher education candidates are expected to dress modestly and appropriately.
- Contribute, cooperate and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development.
- Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, violence and free from bias and discrimination.
- Create a culture of caring through understanding and support.

- Immediately intervene in any code of conduct violation that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person.
- Demonstrate responsible citizenship by maintaining a high standard of conduct, self-control and moral/ethical behavior.
- Comply with all Federal and West Virginia laws, policies, regulations and procedures. Additionally, teacher candidates should abide by the policies and regulations of West Liberty University and the College of Education and Human Performance.

### **Teacher Candidate Professional Interaction Requirements**

- Proper hygiene is expected at all times.
- Teacher candidates may not chew gum, eat or drink while participating in the classroom.
- Teacher candidates may use cell phones and text during their non-teaching period only. The use of cellphones and texting during class or other school activities is not permitted. Cell phones and all other electronic devices not approved for use in advance of the lesson by the cooperating teacher must be out of sight. If an electronic device is to be utilized during the participation, prior approval from the cooperating teacher must be obtained such that the impression is not given that the teacher candidate is participating in social conversations during the visit.
- The Teacher Education Program at WLU prohibits out of school contact between teacher education candidates and PreK-12 students in schools where those teacher candidates are completing field experiences. Electronic communications or personal interactions with students outside of school must not occur. This includes, but is not limited to email, text messaging, social networking (Facebook, Snapchat, Twitter, Instagram, Flickr, etc.). Most counties have policies that address this issue.
- Teacher candidates are expected to adhere to all WLU Teacher Education Field and Practicum experience requirements found in the Teacher Education Candidate Policy Manual.

### **Forgery**

The consequences for forgery will result in the termination of the field experience placement, non-acceptance of any hours completed at that placement, a charge of academic dishonesty and an automatic referral to the Teacher Education Unit Admission and Retention Committee to determine if the candidate will be permitted to continue as a Teacher Education Candidate in the Teacher Education Program. *Criminal charges may be filed if the teacher whose signature was forged chooses to submit the case to law enforcement officials. The academic dishonesty charge could result in the expulsion of*

*the Teacher Education Candidate from WLU effectively ending their college career at WLU.*

### **Transportation**

Teacher education candidates are responsible for making arrangements for transportation to and from the schools for field placements. If transportation is not available, the candidate will be required to drop the field placement and take it again in a semester when transportation is not an issue.

### **Thank You Notes**

Remember that you are a guest of the school and the cooperating teacher. Please take a few minutes to send a thank you note to your cooperating teacher, building Principal and the district leader involved with placements.

### **Communication**

Please check your email at least daily for personal and/or Catalyst News updates.