

## Clinical Fieldwork Expectations for Pre-Student Teachers

ATTENDANCE	CONCERNS/PROTOCOLS
<ul style="list-style-type: none"> <li>As soon as you are placed, research your school placement, its location and start time. Remember to leave at least 15 minutes early to be on time!</li> <li>You must go to your placement at the day and time indicated on your Student Information (SI Sheet). Both the Principal and Cooperating Teacher (CT) are expecting you at the stated day/time.</li> <li>Placements are not official until you have first met with the CT and they are satisfied that their student's needs will be met.</li> <li>Should adjustments to your day/time of placement need to be made they must be approved by the CT and communicated to CCE.</li> <li>Your Pre-Student Teaching (PST) is to be extended over the course of the semester to see student growth.</li> <li>Do not leave the school premises during your scheduled field experience, unless the activity has prior clearance with the CCE office.</li> <li>One unexcused absence, or two late arrivals (or a combination of each) may result in your immediate dismissal from your PST placement.</li> <li>If your placement school is in session on your assigned day, you <b>MUST</b> be in attendance. If an emergency or sickness occurs and you <b>MUST</b> be absent, you are required to contact your cooperating teacher and make up ANY missed fieldwork as soon as possible. Arrange any missed day with the CT. Be sure to note absences on your attendance log as ZERO hours.</li> </ul>	<ul style="list-style-type: none"> <li>If placement problems should arise, please let the Director of Pre-Student Teaching and your course instructor know immediately! CCE is only able to be your advocate when we are made aware of the situation.</li> <li>The CCE office IS monitoring your field experience in conjunction with your course instructor(s).</li> <li>You are required to self-report <b>ANY</b> changes in your legal status to the Center for Student Services (CSS) and CCE within two business days of the event.</li> <li>You should not be left alone in the classroom as the sole adult in charge.</li> <li>Subbing may only be done on your own time, not during assigned fieldwork hours.</li> <li><b>Consequences for not meeting expectations or violations of Pre-Student Teaching protocols may result in having to be placed on an action plan, extended time in the field, redoing lessons, referral to Dispositions Committee, or removal from placement.</b></li> <li>Student Teaching <u>will only take</u> place once you have <u>successfully</u> completed all expectations and time required for Pre-Student Teaching.</li> <li>If there is a sub, you are allowed to stay, help and record the hours. However, subs are not to evaluate the Pre-Student Teacher.</li> </ul>

ATTIRE	PROFESSIONALISM
<ul style="list-style-type: none"> <li>You are required to obtain your picture ID from CSS in EHS 421 and visibly wear it each time you are in the school.</li> <li>Dress should reflect the professionalism of the occupation. We encourage business sensible dress, and encourage students to look at their placements dress code policy for further direction.</li> <li>Refrain from dressing in a way that will cause distraction to the learning environment. Avoid wearing visible tattoos, bare midriffs/skin, overly tight clothing, etc. As a general rule, clothing and accessories should not be a distraction.</li> <li>Cooperating teachers have been informed that they are to send home any PST if they are not dressed appropriately for school setting.</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to all school/district rules – remember you are a guest.</li> <li>Do not discuss your personal life with students except when it may add to instruction. Students may have difficulty interpreting your intentions, and see you more as a peer than a teacher. Act as a teacher professional to all students.</li> <li>You will be exposed to confidential information within the classroom and school. Student records, school/teacher issues should not be discussed with others due to confidentiality laws. Exposing confidential information is a breach of professional ethics.</li> <li>Adhere to classroom and school rules applying to cell phones/technology.</li> <li>Do not communicate with students through Social Media platforms. Clean up your social media accounts.</li> </ul>

COMMUNICATION	HELPFUL HINTS
<ul style="list-style-type: none"> <li>You will communicate to CCE your settled day/time in the field by filling out the Placement Verification Assignment in Taskstream.</li> <li>You must <b>CALL</b> your CT/School immediately if you become ill. Do not use email as that may not be checked in time, and try not to leave a voicemail.</li> <li>Texting the CT should only take place with their permission.</li> <li>Make sure that <b>ALL</b> communication – phone calls, texts, emails, discussions are done professionally with correct grammar and spelling</li> <li>Address the host teacher as Mr. / Ms., and have students call you by your last name. This establishes your place in the classroom, and respect.</li> </ul>	<ul style="list-style-type: none"> <li>You are a representative of CMU and Teacher Education professionals. Put your best foot forward and work hard.</li> <li>Respond positively to constructive criticism, ask questions and assist in any way possible.</li> <li>Having perseverance and grit will show your CT and school administration the drive and level of desire to teach. Use this experience as a “job interview.” The world of education is small, and educators talk about and advocate for the great PST's that cross their path!</li> <li>Your attitude determines your altitude! Go into each visit ready to work and make a difference in student's lives.</li> <li>During a CT's Prep Time, please help plan or ask if your CT has colleagues you might observe for your professional growth.</li> </ul>

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