



## CENTRAL WASHINGTON UNIVERSITY

### EFC 330 Field Experience

#### Course Summary:

Field Experience (EFC 330) is the first practicum experience for prospective teachers. Students are assigned to a P-12 mentor teacher in a participating district classroom for at least two weeks before fall quarter (pre-fall course) or for 60 hours during the fall, winter, or spring quarter (full-quarter course). The course deals with the structure and management of the classroom and school, professional relationships, school/community relationships, school district organization, instructional support, and resource services.

Candidates should be encouraged to participate in classroom instructional and assessment activities to the degree that the mentor teacher deems appropriate based on the candidate's level of training and experience up to the point of the EFC 330 Field Experience. These activities could include leading small groups, working with individual students, grading assignments, teaching a whole lesson, etc. While candidates have typically not yet taken courses in methods, lesson planning, or classroom management, the mentor teacher's instruction and support are invaluable in helping candidates learn skills necessary on the road to becoming a teacher.

#### Field Experience Student Requirements:

- Candidates are required to consistently attend the placement classroom each day of the field experience as follows:
  - **Full-quarter 330:** Candidates are required to set a regular weekly schedule to complete a minimum of 60 hours in the classroom at a time that is mutually agreeable to the candidate, the mentor teacher, and the university supervisor. This will be a regularly scheduled set of hours and will not vary weekly. It will be reported on the Teacher Candidate Weekly Practicum Schedule Agreement, signed by the candidate and the mentor teacher, and submitted to the university supervisor within the first week. The minimum is 6 hours each week over the course of the 10-11 week quarter. Candidates may not start their field experience until they have had their orientation with their university supervisor.
  - **Pre-fall 330:** The condensed Pre-Fall Field Experience is a minimum 2-week, all day field experience. Of those minimum days, at least 10 consecutive school days must be completed starting the first teacher contracted day on or after September 1. The candidate will be present in the field placement at least during the mentor teacher's contracted hours (which is usually 30 mins before and after school), and therefore will exceed the 60-hour minimum. Candidates will receive a "U" for not meeting the minimum 2-week, all day requirement for Pre-Fall. Candidates' planned attendance will be reported on the Teacher Candidate Weekly Practicum Schedule Agreement, signed by the candidate and the mentor teacher, and submitted to the university supervisor within the first week of practicum. Candidates may not start their field experience until they have had their orientation with their university supervisor.
- Candidates should participate in instructional and assessment activities to the degree that the mentor teacher feels comfortable such as leading small groups, working with individual students, grading assignments, etc. depending on the candidate's level of training and experience up to the point of the EFC 330 Field Experience. While candidates have typically not yet taken courses in methods, lesson planning, or classroom management, the mentor teacher's instruction and support are invaluable in helping candidates learn skills necessary on the road to becoming a teacher.
- Candidates are required to complete a log of their time in the field experience demonstrating that they have completed the minimum hours requirement on the online CWU Field Experience Log. Directions can be found on the CWU Office of Field Experiences website at [Central Washington University | Log your Field Experience Hours \(cwu.edu\)](http://Central Washington University | Log your Field Experience Hours (cwu.edu)). Candidates will earn a "U" for not meeting the minimum requirement of hours, or for not attending during the agreed upon schedule with their mentor teacher as assessed on the Teacher Candidate Attributes Scale.
- Candidates are required to attend the Field Experience Orientation and Field Experience Exit seminars led by the university supervisor, and the 3-Way Conference with the candidate, mentor teacher, and university supervisor. The university supervisor will inform the candidate of the date and location of the seminars, and will arrange the conference at a time amenable to all three.

- Candidates are required to complete the Context for Learning and the Field Experience Workbook charts and the Reflection about their experiences, located in the Handbook.
- Candidates are required to send their completed handbooks to the university supervisor at the end of the field experience for grading.
- WSP/FBI Fingerprint Clearance must be on file with OSPI and must be valid through the end of the EFC 330 quarter. [Central Washington University | Fingerprinting \(cwu.edu\)](http://www.cwu.edu/central-washington-university/fingerprinting)
- Candidates are required to purchase \$1M liability insurance through CWU, effective for the duration of EFC 330. [Central Washington University | Liability Insurance \(cwu.edu\)](http://www.cwu.edu/central-washington-university/liability-insurance).
- Upon completion of the course, the student is awarded a grade of either “S” or “U.” A “U” will be earned for not meeting the minimum requirement of 60 hours, and/or unsatisfactory completion of the handbook, and/or scoring a 1 on any items of the Teacher Candidate Attributes Scale at the final evaluation with the exception of #14.

### **Mentor Teacher Requirements:**

- Mentor teachers must have at least 3 years of certificated teaching experience, preferably in the same endorsement area as the candidate is pursuing. (WAC 181-78A-236).
- Mentor teachers will provide students with opportunities to observe and participate in the duties and responsibilities of a classroom teacher.
- Mentor teachers will complete the Teacher Candidate Attributes Scale found in the 330 Handbook twice during the field experience, one near the midterm, and once near the end. The mentor teachers will send a copy to the university supervisor for their review and grading determination. The university supervisor will then send the assessment results to the candidate.
- Mentor teachers will attend a meeting near the end of the field experience with the candidate and university supervisor to discuss the student’s progress and review the final Teacher Candidate Attributes Scale.
- Mentor teachers will collaborate with the CWU university supervisor if there are any concerns about the performance of the candidate.

### **University Field Supervisor Requirements:**

- The CWU university supervisor will conduct an Orientation Seminar and an Exit Seminar to set expectations for field experience students and to reflect upon the field experience. The university supervisor will inform the candidate of the date and location of their seminars.
- Toward the end of the candidate’s experience, the university supervisor will schedule a meeting between the mentor teacher, the university supervisor, and the candidate to reflect upon the candidate’s experience in the classroom and to provide feedback to the candidate.
- The university supervisor will collaborate with the mentor teacher if there are any concerns about the performance of the candidate.

### **If Concerns Arise:**

Partner school personnel should communicate immediately with the university field supervisor if concerns arise. If they are not resolved, please contact the director of the Office of Field Experiences for assistance ([Placements@cwu.edu](mailto:Placements@cwu.edu)).