FIELD EXPERIENCE HANDBOOK

For Teacher Education Students

“It is the supreme art of the teacher to awaken joy in creative expression and knowledge.” Albert Einstein
# Table of Contents

- Field Experience Overview
- Definition of Terms/Roles
- Frequently Asked Questions
- Professionalism
- Professional Standards
- Field Experience Observation Tips
- Placement Procedures
- Observation Procedures by District
- Education Courses Offered at LSCS
- Appendix
  - Field Experience: Intent to Enroll Form
  - Letter to School: LSCS
  - Teacher Survey on Student Observations
  - Certification of Student Observation: Field Experience Log
  - Participant Release Form
WELCOME:
Welcome to the Profession of Teaching, a very noble and respectable career. Teaching is a very challenging, enjoyable, and rewarding if you are well prepared for it. This Field Experience Handbook was specifically designed to assist you in your field experience during your Education Courses within the Lone Star College System while preparing to become a successful teacher. The handbook is based on the frequently asked questions of students entering a teacher preparation program and covers issues regarding choosing an observation site, making contact with the school, and paperwork to be completed. This handbook is a road map to success in your Education Course Field Experience, so please read it carefully and thoroughly.

PURPOSE:
Field Experiences are an important part of a student’s preparation in becoming a professional teacher. This part of our teacher education program giving pre-professional students an opportunity to observe:

- Various teaching methods and strategies
- Classroom management
- Teacher and student interactions
- Pedagogical techniques
- Roles and responsibilities of teachers
- Classroom design
- Diversity among learners

TARGET COURSES:
Students enrolled in: EDUC 1301, EDUC 2301, TECA 1301, TECA 1311, TECA 1318

TYPICAL ACTIVITIES:
Each college has specific requirements for individual courses and programs. Detailed information regarding the specific college requirements will be provided by the course instructor.

- Observing – LSCS insurance prohibits students from interacting directly with or supervising students
- Interviewing
- Maintaining log sheet
- Keeping detailed notes of visits for journal reflections

TIME:
The courses are field-based courses, meaning the courses require field assignments and experiences in schools – 16 hours per course.
FIELD EXPERIENCE:
Designated Education courses will provide students with opportunities to participate in a minimum of 16 hours field experience at sites with children (infants – age 12) in a variety of settings with varied and diverse populations. Course content is aligned with State Board for Education Certification Pedagogy and Professional Responsibilities standards. State-required classroom experience in public school settings for the pre-professional educator involves observation, interviews, and maintaining field notes and log sheets.

PRE-PROFESSIONALS:
Pre-Professionals are LSCS students enrolled in teacher education classes who seek an associate’s degree or desire to transfer to a teacher education program at a four-year college or university.

PRE-PROFESSIONALS’ ROLES AND RESPONSIBILITIES:
- Read all course and field experience requirements thoroughly.
- Meet all background check requirements.
- Take initiative to make contact with ISD contact responsible for placements.
- Arrive punctually at designated place and time.
- Follow all school rules at the ISD.
- Dress professionally.
- Inform Cooperating/Mentor Teacher regarding absences from scheduled visits.

COOPERATING/MENTOR TEACHER:
The Cooperating/Mentor Teach is a fully certified teacher at the field experience site that should enable the pre-professional educator to meet the requirements of the college course and provide necessary documentation needed. The pre-professional must provide the Cooperating/Mentor Teacher with necessary paperwork regarding requirements in a timely manner.
**FIELD EXPERIENCE CONTACT:**

The Field Experience Contact is a School or ISD based employee responsible for all communication regarding observation in the schools.

**COLLEGE CONTACT:**

- College Instructor/Professor responsible for evaluating documentation of field experience hours
- Provides letter for principal and or teacher indicating enrolled in course
- Provides copy of log sheet
- College Instructor/Professor teaching courses identified as field based courses.

**LOG SHEET:**

- Required state audited document used by students to record hours/dates/times of field experience along with the signatures of the mentor teacher and college instructor for verification
- Required submission of log sheet to receive final grade in the course
- Required verification of all information as complete and accurate
- Students should retain log sheet copies for their records.

**FIELD EXPERIENCE LETTER:**

An official letter provided by your campus to verify enrollment and to be used in seeking field experience location

**FIELD ASSIGNMENTS:**

Field assignments and activities are defined in the respective course syllabi. Deadlines for submitted assignments and log sheets will be provided by the instructor.

**BACKGROUND CHECKS:**

- The school district in which students complete their external field experiences may require a background check before they are allowed to enter the school building or classroom.
- All students in an education course requiring field experience must comply with the school district’s background check policy.
I am taking two EDUC classes at the same time. Can I count the same fieldwork for both classes?

No. The state requires that the fieldwork must be completed for this class. If you submit the same fieldwork log/hours for two different classes, you will receive an F in the course.

I took this class before and completed the fieldwork but failed the course. Can I use fieldwork from the course I failed?

No. Fieldwork must be completed during this semester and be specific to this course.

Can I do my fieldwork at a private school?

Yes. The school must be accredited by the Texas Education Agency (TEA). You can determine whether a private school is accredited by going to http://mansfield.tea.state.tx.us/tea.askted.web/Forms/Home.aspx. Students should not simply rely on the word of school staff to tell them whether the school is accredited through TEA. Some schools are accredited through other institutions and consider themselves accredited but are not under the auspices of the TEA.

I have spent hundreds of hours working with children in schools and am already quite knowledgeable. Can I be excused from the fieldwork?

No. We do not have the leeway to grant credit for previous experience. This is a state requirement and we at Lone Star must enforce it with each student.

I don’t know what grade level I want to teach. What should I do?

This is an excellent opportunity to explore the day-to-day realities of working as a teacher at different grade levels. You are free to do fieldwork at multiple grade levels.

Can I do fieldwork at several schools?

Yes. It may be helpful for you to get the perspective of teaching from several different schools. You also may choose to do all of your fieldwork at one school for a more in-depth experience.

I am not sure I can pass the security clearance. What should I do?

Submit the paperwork for the security clearance and see what happens. Lone Star does not get involved in the security clearance process. If you cannot get security clearance and are therefore unable to complete your fieldwork, you will be unable to pass the course.

Do I need to complete a placement form for each and every teacher?
Placement forms must be complete for each and every teacher. You must turn them in as you receive them.

Can I help out in the classroom?

Your primary job is as an observer. If you are an active participant, you will maximize your learning experience. However, do let the teacher know that you would like to help in any way possible. If the teacher is okay with you assisting in the room, go for it! Make sure you follow guidelines for professional conduct given in this handout.

Is it alright for me to exchange contact information with the teacher?

Observing is a great opportunity for creating connections with teachers and administrators. If they have a business card take it!

If I know a teacher in a school and they said it was okay for me to observe them, can I go?

Yes, only if you have gone through the outlined procedure for the district and have gotten approval. Once approved, then contact the school and let them know you would like to visit a particular teacher’s classroom.

How do I get started?

Read the information in the handbook thoroughly. Use the contact page to guide you. 1. Get in touch with the district you are interested in. 2. Complete the necessary paperwork. 3. Once approved, you will be given instructions on the schools you are able to go into. 4. Contact the schools individually and make arrangements.

Is it alright for me to go to a school personally if I have not heard from them via email?

You must be proactive. If you have not heard back from a school in regards to setting up an observation, you can take action by resending the email, or by making a phone call to the school. You can also go directly to the school.

How many districts should I contact?

This will be up to you. Do to the volume of observers during the semester, it is in your best interest to contact 2 or more.

Can I do more than 16 hours?

Yes you can.
Teacher education students are expected to exhibit Professionalism during field assignments.

**Teach** – Share knowledge and skills

**Elevate** – Raise students to a higher intellectual or moral level

**Attitude** – Demonstrate a positive disposition

**Charisma** – Show kindness, charm, and imagination

**Harmony** – Work in agreement with ideas, actions, and arrangements

**Professionalism** – Recognize and apply theory and research in professional activities

**Responsibility** – Complete assigned tasks in a responsible manner

**Organization** – Monitor and control timed materials and due dates

**Flexibility** – Display ability to adapt to changes in events, conditions, activities, and tasks

**Enthusiasm** – Display energy and enthusiasm

**Stamina** – Apply persistence and patience in activities and interactions

**Support** – Corporate with peers, site, teachers, and faculty

**Initiative** – Display independence in starting and completing activities and tasks

**Observe** – Watch, examine, and abide by class and school rules

**Network** – Develop connections by interacting positively with school personnel

**Appearance** – Dress appropriately and professionally

**Learn** – Discover new ways of engaging students

**Interaction** – Demonstrate a positive demeanor with peers, instructors, staff, and pupils

**Synthesize** – Blend theory into new personalized adaptations and applications

**Maturity** – Display wisdom and poise in all interactions
PROFESSIONAL STANDARDS
FOR FIELD OBSERVATIONS

When you complete your required fieldwork hours, you are representing both yourself and the Lone Star College System. Often, students make professional connections during their fieldwork that lead to job placement later. For this reason, it is essential that you behave and dress professionally during all fieldwork.

DRESS CODE GUIDELINES

When visiting schools to complete fieldwork hours, you should maintain a neat appearance without any offensive body odors. Clothing must be modest, clean and in good repair. You should dress in a way that is consistent with the dress of the majority of teachers and administrators in the school where observations are being completed. Unacceptable clothing includes: halter tops, shorts, flip flops, worn or ripped jeans, shirts that reveal the midriff, low-cut tops and t-shirts with offensive or otherwise questionable graphics. Low-rise or excessively loose pants, which reveal undergarments, also are not permitted. Additional distractions include: unnatural hair color, multiple piercings, and exposed tattoos. Please refer to your assigned school district dress code policies.

CELL PHONE GUIDELINES

When visiting schools to complete fieldwork hours, you should turn your cell phone off and keep it put away so that it not visible to you or anyone in the classroom. Texting is not permitted in the classroom. It is unprofessional to use the cell phone in any way while in a classroom observation.

STUDENT AND TEACHER CONFIDENTIALITY GUIDELINES

While completing your fieldwork, you may gain access to sensitive information about students and teachers. Federal law requires that this information be handled carefully and that students are guaranteed basic privacy rights. Any references to a pupil made in class discussions, presentations or fieldwork reports should not include his or her first or last name or other identifying characteristics. Do not discuss a pupil’s disabilities, academic or behavior problems with fellow students, friends or family. If you are making negative comments about a teacher who you have observed, also be careful not to share their identity with classmates, friends and others. If a situation arises where you are uncertain about the appropriateness of sharing or providing information, consult with your instructor.

By observing these guidelines, you are enhancing your reputation as a professional, while also strengthening the reputation of the Lone Star College System program and its fieldwork observation process.

I ______________________(print), acknowledge that I have been made aware of the dress code, cell phone and confidentiality guidelines and agree to follow these guidelines throughout the program.

________________________________________________

Student Signature
FIELD EXPERIENCE

OBSERVATION TIPS

OBSERVE THE FOLLOWING ITEMS IN THE CLASSROOMS YOU VISIT:

<table>
<thead>
<tr>
<th>Varied instructional strategies</th>
<th>Encourages multiple perspectives</th>
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<tbody>
<tr>
<td>Good classroom management</td>
<td>Demonstrates cultural sensitivity</td>
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<td>Maximize time for learning</td>
<td>Students engaged/success experienced</td>
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<tr>
<td>Objective/expectations stated</td>
<td>Motivation/praise</td>
</tr>
<tr>
<td>Active teaching (facilitation)</td>
<td>Critical-thinking/problem solving</td>
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<tr>
<td>Appropriately planned/delivered lesson</td>
<td>Questioning strategies/inquiry</td>
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<tr>
<td>Relevancy of lesson is stated</td>
<td>Addresses different learning styles</td>
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<tr>
<td>Student participation</td>
<td>Assessment/instruction aligned</td>
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<tr>
<td>Conducive learning environment</td>
<td>Pacing/sequencing</td>
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</tbody>
</table>

KEEP A RECORD OF THE DATE, GRADE, SUBJECT AND EXAMPLES OF YOUR OBSERVATION.

Example:

Good Classroom Management:

- Furniture was arranged so students could move from place to place without disturbing other students. Science – 2nd grade
- Students who had behavior issues were seated close to the teacher – Math – 5th grade
- Teacher corrected inappropriate behavior – Math 5th grade

Motivation/Praise:

- “Good Job” “That is an excellent answer” – English – 4th grade

MAKE NOTES ABOUT YOUR OBSERVATION WITH THE FOLLOWING QUESTIONS IN MIND:

? What are the methods of instruction—lecture, collaborative work, writing workshop, etc.?
? How well does the teacher use class time, i.e. ratio of instructional methods, pacing, etc.?
? How does the teacher accommodate special needs and the variety of student learning styles?
? How does the teacher manage transitions?
? How does the teacher integrate today’s discussion with prior and subsequent topics?
? Does the teacher demonstrate familiarity with course material?
? Does the teacher diversify content?
? How would you describe the professional conduct of the teacher, i.e. uses of authority, language, appearance, attitude towards students, attitude towards subject matter?
? How would you describe the teacher’s relationship with students in the class, i.e. stance, comments, tone, responses directed to individual students, attitude towards, collaborative work?
Placement Procedures

- Students in field-based courses are required to identify their own site (UP campus excluded).
- Observations may be completed at any K-12 school (public, private, or charter).
- Contact the district HR department for procedures and permission to observe in classrooms.
- If you have personal scheduling issues, you must be proactive in finding opportunities for completing field-based observations. This may include personal vacation time from your current fulltime employment.
- When going to a school, take a picture ID (driver’s license) every time.
- For your own protection and even at the request of the classroom teacher, never be alone with a student in the classroom or hallway.

**IMPORTANT!**

- You may want a job in one of these schools when you graduate, so dress and act like you are on a job interview at all times, including when visiting human resources. Please represent the Lone Star College System well so that they will continue to accommodate our students on their campuses.
- The day you go to observe, you MUST take with you the letter from us and your Texas Driver’s License. You will not be allowed in the school if you are missing one of these.
- When you are observing, you are not there to critique the teacher; you are there to learn.
- Remember to honor student and teacher confidentiality and do not identify students or teachers by name in any group discussions, presentations, etc.
- Observations must be completed at schools that LSCS has an Education Affiliation Agreement.
- Students cannot attend their former high schools within the last 5 years of having graduated from the school, unless there is special permission from instructor.
- If the cooperating teacher allows you to take notes, please ask the instructors if you are allowed to use electronic devices. Do not assume that you are allowed to take notes on your phone, iPad, etc.
- Fill in your logs completely including each accountable hour and required signatures. **Make backup copies of your logs and notes for your own personal use.**
- It is vital that all LSC students comply with all school district and school campus policies and procedures, regarding observations. All districts and school campuses have different policies that each student must follow.

**From the Texas Education Agency: Teacher Code of Ethics 3.8**

- (I) Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
  - (i) the nature, purpose, timing, and amount of the communication;
  - (ii) the subject matter of the communication;
  - (iii) whether the communication was made openly or the educator attempted to conceal the communication;
  - (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
• (v) whether the communication was sexually explicit; and
• (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

**Infractions:**

Infractions will be evaluated on a case by case basis at individual LSCS campus.

LSC-CF:

In the event that the student is removed from a school campus, the student is no longer allowed to finish observations at that district. He/she student must finish observations from a different district. Other possible consequences include, but are not limited to:

1. An F on assignments dealing with observations
2. F for the course
3. Removal from the AAT program

You must treat your observations as if you are on an internship or on the job. Call the school ahead of time if you are going to miss your observation or attend late. Your job interview starts there.

Consequences could vary across campuses. Always refer to your instructor’s syllabus.
The following pages include all permissible schools. If the school district of your choice is not on this list, you must contact your instructor for further information.

## Observation Procedures by District

<table>
<thead>
<tr>
<th>District</th>
<th>Contact Information</th>
<th>Observation Requirements</th>
</tr>
</thead>
</table>
| **Aldine**       | Human Resources  
15010 Aldine Westfield Road, Houston, TX 77032  
281.985.6306  
[www.aldine.k12.tx.us](http://www.aldine.k12.tx.us)  
Observation Hours Request:  
*Retrieved 11/6/13* |  |
| **Cleveland**    | CLEVELAND INDEPENDENT SCHOOL DISTRICT  
316 East Dallas  
Cleveland, TX 77327  
(281) 592-8717  
Fax: (281) 592-8283  
Contact the school to find information about the student observation process. |  |
| **Conroe**       | Human Resources  
3205 W. Davis, Conroe, TX 77304  
936.709.7751  
[www.conroeisd.net](http://www.conroeisd.net)  
Conroe ISD Observation Requirements for Teacher Preparation Programs and University Students:  
[http://hr.conroeisd.net/Observations](http://hr.conroeisd.net/Observations)  
The decision to allow you to observe is up to the individual campuses (principals). If the principal tells you that you can observe on campus, you will need to complete a Volunteer Application Form online at:  
[https://pac.conroeisd.net/volunteer/GetStarted.aspx](https://pac.conroeisd.net/volunteer/GetStarted.aspx)  
Once you receive a response clearing you for observations, call the main number of the school you want to observe in and ask to speak to the person in charge of scheduling observations. Set up the observations with that person.  
*Retrieved 11/6/13* |  |
| **Cypress-Fairbanks** | Human Resources  
10300 Jones Road, Houston, Texas 77065  
281.897.4050  
[www.cfisd.net](http://www.cfisd.net)  
Observation Request – Procedures and Guidelines:  
For questions call contact 281.897.4050 or email observationpasses@cfisd.net  
*Retrieved 9/3/14* |  |
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<tr>
<th>Area</th>
<th>District Name</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Website</th>
<th>Note</th>
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<tbody>
<tr>
<td>Dayton</td>
<td>Dayton ISD</td>
<td>100 Cherry Creek Road Dayton, Texas 77535</td>
<td>Phone: 936-258-2667 Fax: 936-258-5616</td>
<td></td>
<td><a href="http://daytonisd.net/">http://daytonisd.net/</a></td>
<td>Contact the District Office for more information about their Student Observation Process.</td>
</tr>
<tr>
<td>Hardin</td>
<td>Hardin ISD</td>
<td>209 County Road 2003 North Hardin, Texas 77561</td>
<td>Phone: 936-298-2112 Fax: 932-298-9161</td>
<td></td>
<td><a href="http://www.hardinisd.net/">http://www.hardinisd.net/</a></td>
<td>Contact HR for information on the student observation process.</td>
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<tr>
<td>Huffman</td>
<td>Hardin ISD</td>
<td>24302 FM 2100 Huffman, Texas 77336</td>
<td>Phone: 281-324-1871 and 281-324-4319</td>
<td></td>
<td><a href="http://www.huffmanisd.net/">http://www.huffmanisd.net/</a></td>
<td>Contact HR for information on the student observation process.</td>
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<td>District</td>
<td>Human Resources</td>
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<tr>
<td>Humble</td>
<td>Human Resources</td>
<td>20200 Eastway Village Drive, Humble TX 77338</td>
<td>281.641.8170</td>
<td><a href="http://www.humble.k12.tx.us">www.humble.k12.tx.us</a></td>
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<tr>
<td>Katy ISD</td>
<td>Human Resources</td>
<td>6301 S. Stadium Lane, Katy TX 77494</td>
<td>281.396.6000</td>
<td><a href="http://www.katysisd.org">www.katysisd.org</a></td>
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<tr>
<td>Klein</td>
<td>Human Resources</td>
<td>7200 Spring Cypress Road • Klein, Texas 77379</td>
<td>832.249.4000</td>
<td><a href="http://www.kleinisd.net">www.kleinisd.net</a></td>
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<tr>
<td>Livingston</td>
<td>Livingston Independent School District</td>
<td>1412 S Houston St, Livingston, TX 77351</td>
<td>(936) 328-2100</td>
<td><a href="http://www.livingstonisd.com">www.livingstonisd.com</a></td>
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<tr>
<td>Magnolia</td>
<td>Human Resources</td>
<td>Celeste Graves Education Support Center, 31141 Nichols Sawmill RD, Magnolia, TX 77355</td>
<td>281.356.3571</td>
<td><a href="http://www.magnoliaisd.org">www.magnoliaisd.org</a></td>
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Humble ISD Observation Requirements for Teacher Preparation Programs and University Students: [http://www.humbleisd.net/Page/738](http://www.humbleisd.net/Page/738)  
Retrieved 11/6/13

Katy ISD Observation Procedures and Guidelines University Student Application/Request: [http://kisd2.katysisd.org/hr/Documents/University%20Observation%20Requests.pdf](http://kisd2.katysisd.org/hr/Documents/University%20Observation%20Requests.pdf)  
Retrieved 11/6/13

Email an observation request to Mr. Curt Drouillard: cdrouillard@kleinisd.net  
Retrieved 11/6/13

Call the school district office. There are forms at the front desk for you to complete. On one page you will be asked to indicate the schools you wish to visit. The other is general information for the district to conduct a background check. The HR department will conduct your background check and contact you when it is complete. Once you have been cleared, call the school of your choice and set up an observation.  
Retrieved 11/6/13
<table>
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<tr>
<th>Location</th>
<th>Address</th>
<th>Phone Number</th>
<th>Website</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Montgomery</td>
<td>Human Resources</td>
<td>13159 Walden Road, Montgomery, TX 77356</td>
<td>936.582.1333</td>
<td>Fill out the Background Check Authorization:</td>
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<td><a href="http://misd.org/users/0004/docs/BackgroundCheckAuthorization.pdf">http://misd.org/users/0004/docs/BackgroundCheckAuthorization.pdf</a></td>
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<td>Take the form to the district office in person. After you receive</td>
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<td>clearance, you may contact the school of your choice and make</td>
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<td>arrangements to begin observing.</td>
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<tr>
<td>New Caney</td>
<td>Human Resources</td>
<td>21580 Loop 494, New Caney, TX 77357</td>
<td>281.577.8600</td>
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<tr>
<td>Shepherd</td>
<td>1401 South Byrd Avenue, Shepherd TX 77371</td>
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<td><a href="http://www.shepherdisd.net/">http://www.shepherdisd.net/</a></td>
</tr>
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<td></td>
<td><a href="mailto:jpage@shepherdisd.net">jpage@shepherdisd.net</a></td>
<td>ph. (936) 628-3396 ext. 273</td>
<td></td>
<td>Contact HR department for information on student observation process.</td>
</tr>
<tr>
<td>Splendora</td>
<td>Human Resources</td>
<td>23419 FM 2090, Splendora, Texas 77372</td>
<td>281.689.3128</td>
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<tr>
<td>Spring</td>
<td>Human Resources</td>
<td>16717 Ella Blvd., Houston, Texas 77090</td>
<td>281.891.6040</td>
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<td>Spring Branch</td>
<td>Human Resources</td>
<td>955 Campbell Rd., Houston TX 77024</td>
<td>713.464.1511</td>
<td>Spring Branch ISD Observations Procedures and Guidelines:</td>
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<td><a href="https://volunteer.springbranchisd.com/Obervation">https://volunteer.springbranchisd.com/Obervation</a></td>
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<td>Cleveland, Texas 77327</td>
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<td>281-592-8781</td>
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http://www.tarkingtonisd.net/

Contact HR department for information about the student observation process.

| Tomball | Human Resources  
310 S. Cherry Street, Tomball, Texas 77375  
281.357.3100  
[www.tomballisd.net](http://www.tomballisd.net)  
You will need to bring a copy of your driver’s license to the TISD Human Resources office. They will run a background check and let you know when you are approved. You may then contact the school to set up your observations.  
Retrieved 11/6/13 |
|---|---|
| Waller | Human Resources  
2214 Waller Street, Waller, Texas 77484  
936.931.0397  
Observation Assignments Process:  
[www.wallerisd.net](http://www.wallerisd.net)  
Select: Departments / Human Resources / Student Teaching-Observations  
Retrieved 11/6/13 |
| Willis | Human Resources  
204 W. Rogers, Willis, TX 77378  
936.856.1207  
[www.willisisd.org](http://www.willisisd.org)  
Contact: Perry, Melissa Administrative Secretary - HR  
m Perry@willisisd.org 936.890.1463  
Retrieved 11/6/13 |
EDUCATION COURSES
OFFERED AT LSCS

EDUC 1301 – INTRODUCTION TO THE TEACHING PROFESSION

3 Credits (3 hrs. lec., 1 hr. ext.) An integrated pre-service course and content experience that is designed for undergraduates interested in a teaching career, especially in high need fields such as secondary math and science education, bilingual education, and special education. The course will include 16 contact hours of field experience in P – 12 classrooms. The course content is directly aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Students will study the culture of schooling and classrooms from the perspectives of language, gender, socioeconomic, ethnic, and disability-based academic diversity and equity. Requires LSCS liability insurance. (1301015109)
Prerequisites: ENGL 0305 or ENGL 0365 or ENGL 0115 and ENGL 0307 or ENGL 0375 or ENGL 0117 or higher level course (ENGL 1301) or placement by testing. ENGL 0309 or ENGL 0310 also meets prerequisite.

EDUC 2301 – INTRODUCTION TO SPECIAL POPULATIONS

3 Credits (3 hrs. lec., 1 hr. ext.) An enriched integrated pre-service course and content experience that provides an overview of teaching and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity and equity with an emphasis on factors that facilitate learning. The course will include 16 contact hours of field experience in P – 12 classrooms with special populations. The course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires LSCS liability insurance. (1310015109)
Prerequisites: EDUC 1301 or departmental approval; ENGL 0305 or ENGL 0365 or ENGL 0115 and ENGL 0307 or ENGL 0375 or ENGL 0117 or higher level course (ENGL 1301) or placement by testing. ENGL 0309 or ENGL 0310 also meets prerequisite.

TECA 1303 – FAMILIES, SCHOOL AND COMMUNITY

3 Credits (2hrs. lec., 2 hrs. lab.) A study of the child, family, community and schools. Including parent education and involvement; family and community lifestyle, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. The course will provide students with opportunities to participate in a minimum of 16 hours field experience of sites with children (infants – age 12) in a variety of settings with varied and diverse populations. Requires LSCS liability insurance. (1301015209)
Prerequisites: ENGL 0305 or ENGL 0365 or ENGL 0115 and ENGL 0307 or ENGL 0375 or ENGL 0117 or higher level course (ENGL 1301) or placement by testing. ENGL 0309 or ENGL 0310 also meets prerequisite.
TECA 1311 – Educating Young Children

3 Credits (2 hrs. lec., 2 hrs. lab.) An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Education Certification Pedagogy and Professional Responsibilities standards. The course will provide students with opportunities to participate in a minimum of 16 hours field experience at sites with children (infants – age 12) in a variety of settings with varied and diverse populations. Requires LSCS liability insurance. (1312025109) Prerequisites: ENGL 0305 or ENGL 0365 or ENGL 0115 and ENGL 0307 or ENGL 0375 or ENGL 0117 or higher level course (ENGL 1301) or placement by testing. ENGL 0309 or ENGL 0310 also meets prerequisite.

TECA 1318 – Wellness of the Young Child

3 Credits (2 hrs. lec., 2 hrs. lab.) A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board for Education Certification Pedagogy and Professional Responsibilities standards. The course will provide students with opportunities to participate in a minimum of 16 hours field experience at sites with children (infants – age 12) in a variety of settings with varied and diverse populations. Requires LSCS liability insurance. (1301015309) Prerequisites: ENGL 0305 or ENGL 0365 or ENGL 0115 and ENGL 0307 or ENGL 0375 or ENGL 0117 or higher level course (ENGL 1301) or placement by testing. ENGL 0309 or ENGL 0310 also meets prerequisite.

TECA 1354 – Child Growth and Development

3 Credits (3 hrs. lec.) A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. (1312025209) Prerequisites: ENGL 0305 or ENGL 0365 or ENGL 0115 and ENGL 0307 or ENGL 0375 or ENGL 0117 or higher level course (ENGL 1301) or placement by testing. ENGL 0309 or ENGL 0310 also meets prerequisite.
Once you have secured a field experience placement by completing ALL procedures required by the district and receiving official notification that you can begin, please fill out this form. Then, scan the form – if you do not have access to a scanner, please take a picture of the form (close enough for me to see the information) and upload it into the drop box or simply submit this form to your instructor.

Student Name: _______________________________ LSCS Course/Section: ___________________________

I have chosen to do my 16 required field experience observation hours at the following school(s):

<table>
<thead>
<tr>
<th>School</th>
<th>ISD</th>
<th>Phone</th>
<th>Grade</th>
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I plan to complete my observations on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Number of Hours</th>
<th>Time</th>
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List here any special issues/circumstances/information I might need to know about this placement:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Please attach email, signed letter, or any other document that proves that you have been cleared to begin.

*I have followed all procedures required by the district including submitting required documentation for background checks and have been cleared to begin.*

Student’s Signature ___________________________ Date ___________________
Dear Colleague,

The following student is currently enrolled in one or more teacher education courses at the Lone Star College System:

Student’s Name: ________________________________________________

Course(s): _____________________________________ Semester: _______________

S/he is required to **observe in a classroom and/or interview teachers for a total of 16 hours** during the semester. This student has been informed that s/he must comply with your school’s guidelines regarding background checks and any other policies you may have for outside visitors. We appreciate your willingness to open your school to our pre-service teachers. Please feel free to contact me if you have any concerns or questions regarding this request.

Sincerely,

Professor Fay Lee
Lead Faculty, Education (Associate of Arts in Teaching)
Lone Star College-CyFair
281-290-3406
fay.d.lee@LoneStar.edu
Teacher Survey on Student Observations

Student’s Name: ___________________________ Today’s Date: ___________________________

Class observed: ___________________________

Please highlight the box that best describes your opinion about each statement.

1. The LSC student was appropriately dressed for each observation.
   Strongly Agree  Agree  Disagree  Strongly Disagree

   Comments: __________________________________________________________

2. The LSC student was punctual for each observation.
   Strongly Agree  Agree  Disagree  Strongly Disagree

   Comments: __________________________________________________________

3. The LSC student participated appropriately with classroom students.
   Strongly Agree  Agree  Disagree  Strongly Disagree  N/A

   Comments: __________________________________________________________

4. The LSC student followed school policies and procedures appropriately.
   Strongly Agree  Agree  Disagree  Strongly Disagree

   Comments: __________________________________________________________

5. The LSC student conducted him/herself professionally throughout the field experiences within your school.
   Strongly Agree  Agree  Disagree  Strongly Disagree

   Comments: __________________________________________________________

Overall comments on the student during field experiences in your classroom:

_____________________________________________________________________

Thank you for participating as a mentor to our students at Lone Star College-CyFair.

Teacher’s Name_____________________________________________________ Signature:________________________

Lone Star College System 2014
Field Experience Log

Student Name ________________________________

I certify that the following is a true and accurate documentation of my field experience.

__________________________________________
Student Signature

<table>
<thead>
<tr>
<th>Date</th>
<th>Time in Hours</th>
<th>School Name</th>
<th>Grade Level</th>
<th>Topic Observed</th>
<th>Teacher’s Name</th>
<th>Teacher’s Signature</th>
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Total Hours

Lone Star College System 2014
PARTICIPANT RELEASE FORM

See instructor for Participant Release Form. This is a required form to submit to your instructor prior to attending your observations.