

## How Field Experiences are Determined

Field experience students complete a web-based form that provides vital placement information such as requested grade level/content area, times/dates available, and availability of transportation.

Additionally, we gather information from our network of teachers about their class schedules and the field experiences they would like to work with.

Once this information is compiled, we compare student requests to the available placements. Variables such as grade level, content areas, transportation, time of day, and the diversity requirement are considered when making these placements.

The teacher is emailed the potential placement for confirmation. Upon confirmation, the student is emailed the cooperating teacher's pertinent information. The student has one week after receiving the placement to contact the cooperating teacher and arrange the field experience. At this point, the field experience is fully in the hands of the student and they are solely responsible for completion of the experience. Depending on the field experience, cooperating teachers will be required to submit a mid-term evaluation. **All field experiences require the completion of a log sheet and final evaluation. These are due on or before the last Friday before finals week.**

Occasionally, a student may need extra assistance with a field experience or a situation may arise in which an intervention is needed. These are managed through the Education Department. If a student is not fulfilling the expectations of the field experience and the standards set forth by Wartburg and/or the partner school, the placement may be terminated.

Upon completion of the field experience and after the necessary forms are received, the student will be provided with a pass or fail grade for the experience. However, not all field experiences are graded on this pass/fail system as some are directly integrated in the class. For these field experiences, it is up to the professor of that class to determine the impact of the field experience on the student's grade.