



West Texas A&M
UNIVERSITY™

DEPARTMENT OF EDUCATION

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PACE FIELD EXPERIENCE

PANHANDLE ALTERNATIVE CERTIFICATION FOR EDUCATORS PROGRAM (PACE)**Field-Based Experience Information**

TO: PACE Program Candidates

FROM: Dr. Beth Garcia, Gilbert Antunez, and Pyxa Sovilay

SUBJECT: Field-based Experiences Placement Information

ENCL: *Field-Based Experience Placement Request, Memo to Campus Personnel, Field-Based Experience Reflection Survey Questions, Time Log, and Comment Page*

Teaching candidates need to experience the school atmosphere before making a final commitment to teaching. In addition, field-based experience prepares them for their own future as a teacher. Candidates must complete a minimum of forty (40) clock-hours of field-based experiences prior to assignment in internship or clinical teaching (TAC §228.35 (b)(1) and TAC§228.35 (e)(1)).

- At least 25 of the 40 clock-hours must be completed in authentic school settings with the candidate actively engaged in: a) instructional or educational activities, b) occurring under supervision, c) in content or grade level specific classrooms, d) with actual students, e) receiving instruction by content certified teachers.
- Up to 15 of the 40 clock-hours may be completed through the use of video technology (see *Field Experience Video Observation Form*).
- All 40 hours of observation must be complete before a candidate is eligible for clinical teaching or internship.
- A written reflection regarding the experience must be submitted in response to the observation experience.

Applicants currently employed as full time paraprofessionals may be given credit with documentation that their experience meets the criteria above and if approved by the program director or assistant director. Substitute teaching experience or other paid teaching experience may not be used in lieu of hours.

To request an observation placement for Canyon/Amarillo ISD, please submit the Field-based Experience Placement Request to Gilbert Antunez. Do not contact the district directly; Mr. Antunez will contact you regarding your placement and next steps.

Field-Based Experience Procedures

- **Step One:** Once your placement has been confirmed by Dr. Garcia, establish contact with the campus principal to arrange days/times to visit for observations.
- **Step Two:** Read the Field Experience Handbook in its entirety, and give serious consideration to the professionalism you will display while on the campus to which you have been assigned.
- **Step Three:** On your first visit, please provide the teacher and principal with a copy of the *Memo to Campus Personnel*.
- **Step Four:** Begin your observations according to the schedule agreed upon with the principal. If your plans change and you will not make one of the arranged times, **notify the principal immediately!**
- **Step Five:** As you observe, maintain the *Classroom Observation Time Log* and keep notes that will assist you in answering the reflection survey questions.
- **Step Six:** Once you have completed the observation hours, have your *Observation Time Log* signed by the teacher and principal, and ask the teacher and principal to complete the *Observation Comment Page*.
- **Step Seven:** Complete the *Field-Based Experience Reflection Survey Questions*.
- **Step Eight:** Submit all documents: the *Classroom Observation Time Log*, *Observation Comment Page*, and *Reflection Survey Questions* to the EPP immediately upon completion of the field experience hours. Be sure to send a note of thanks to the cooperating teacher as well as the principal for hosting your observations.



Department of Education ~ Office of Teacher Preparation, Advising and PACE

PANHANDLE ALTERNATIVE CERTIFICATION FOR EDUCATORS PROGRAM

Field-Based Placement Request

TO: Gilbert Antunez, Director Field Placement
FROM: Pyxa Sovilay, PACE Adviser
SUBJECT: Field-based Experience Request for Canyon/Amarillo ISD

Candidate Name _____ WT ID or last 4 digits of SSN _____

Email _____ Phone _____

Certification Area/Grade Level _____

Semester Requested Fall Spring Year _____

Please indicate the district where you request placement:

Amarillo ISD Canyon ISD Other _____

Please do not write below this line; for office use only.

Program Approval _____

Date _____

Director Signature _____

**PANHANDLE ALTERNATIVE CERTIFICATION FOR EDUCATORS PROGRAM
Field-Based Experience Reflection Survey**

All teacher preparation candidates are required by Texas Administrative Code to complete 40 hours of early field-based experiences prior to internship. Upon completion, you will complete a [Field-based Experiences Reflection Survey](#), so please refer to these questions as you complete observations; if you are not familiar with some of the terms or did not directly observe specific practices, you will need to do some pre- and/or post-observation research. In addition, you should discuss these questions with the teacher(s) whose classroom(s) you observed.

1. Survey Question 1 will request your name and the last 4 digits of your SSN.
2. Identify the setting(s) of your approved field-based experiences. Under separate cover, submit documentation as noted.
 - a. formal classroom observations/participation (through a WT placement)
 - b. paraprofessional experience
 - c. observation hours brought in from a different university/junior college (15 hours maximum)
3. Identify the context of the school (elementary, intermediate, middle school or junior high, high school).
4. When observing the students in the classroom what did you notice about the engagement of the students? Were they all engaged? Were some of them engaged? How were you able to tell if the students were engaged in the learning process? What strategies were used to engage students in learning (i.e., differentiated instruction, scaffolding, learning style and modality modifications, critical thinking questioning, small group instruction, cooperative learning strategies, etc.)?
5. What instructional strategies were used to address the needs of English Language Learners (ELLs)?
6. What instructional strategies were used to address the needs of students with disabilities?
7. Discuss the learning objectives with the teacher. What did the lesson plan look like? How and when were the objectives assessed?
8. Discuss evidence of consideration given to classroom organization and management of student behavior (i.e., classroom arrangement, availability of supplies and materials, classroom procedures, classroom rules, discipline management plan, etc.).
9. What instructional technology was available in the classroom (i.e., SMART Board, document camera, presentation software, etc.).
10. How does the teacher use technology to access, manipulate, and analyze data to increase student achievement?
11. List at least three (3) specific practices or strategies you plan to use in your classroom as a result of your observations.
12. Explain how your field-based experiences will contribute to your ability to have a successful and positive classroom when you become a teacher.

The candidate should submit the *Field Experiences Reflection* to the EPP as soon as complete.

PANHANDLE ALTERNATIVE CERTIFICATION FOR EDUCATORS PROGRAM

Memo to Campus Personnel

TO: School Administrators, Human Resource Directors, and Cooperating Teachers

FROM: Dr. Beth Garcia, Director Educator Preparation/Certification Officer
Gilbert Antunez, Director Field Placement

SUBJECT: Field-Based Experience for Teaching Candidate

Thank you for allowing a WTAMU teaching candidate to visit your school/classroom. We believe that participating in field-based experiences is one of the best ways for teachers in training to prepare for the rigors of the classroom. In accordance with TAC §228.35 (b)(1) and TAC§228.35 (e)(1), WTAMU candidates must complete a minimum of 40 clock-hours of field-based experiences prior to assignment in an internship or clinical teaching.

At least 25 of the 40 clock hours must be completed in authentic school settings where the candidate is *actively engaged with students in instructional or educational activities under direct supervision by content certified teachers in the content and grade level that corresponds to the candidate's certificate*. This participation should be an *unpaid experience*, and should include as much of the “normal” daily routine as possible. Some preferred activities for the candidate include:

- Observation of the class/teacher interaction,
- One-on-one interaction with individual students,
- Small group interaction, and
- Presentation of a mini-lesson (at least 15 minutes) to the entire class, if possible.

This experience provides the candidate with the opportunity to participate in an instructional setting similar to that in which he/she intends to be employed. Furthermore, it allows for observation and evaluation by a practicing teacher, which will assist the program staff in assessing the potential of this individual to be a successful classroom teacher. **Please note that substitute teaching cannot be used for observation experience.**

Please sign the *Observation Time Log* and complete the *Observation Comment Form* which will be used to document the candidate's involvement at your school. If you prefer, you may put the comment form in a sealed envelope before giving it to the candidate.

Your support and assistance are greatly appreciated and we welcome any comments or suggestions you may have to offer. If you have any questions concerning this activity or the alternative certification program in general, please contact us at (806) 651-2599.

Thank you for your cooperation with and support of our candidates and program.

Sincerely,

Dr. Beth Garcia

Department of Education ~ Office of Teacher Preparation, Advising and PACE

Field-Based Experience Comment Page

Candidate's Name: _____ WT ID or SSN (last 4 digits): _____

Certification Area: _____

Classroom Teacher: _____ Campus: _____ Grade Level: _____

Please help our program by providing your impressions of this individual as a prospective classroom teacher. You may give the completed form to the candidate as is or in a sealed envelope. Thank you.

Please rate this candidate based upon your observations and interactions (completed by the classroom teacher).

Circle the appropriate number.

	Did <u>not</u> meet expectations	Met expectations	Exceeded expectations
1. Communicates effectively with you, the teacher	1	2	3
2. Interacts effectively with the students	1	2	3
3. Asks intelligent questions	1	2	3
4. Seems interested in learning about students	1	2	3
5. Seems interested in learning from you	1	2	3
6. Has a desire to understand how students learn	1	2	3
7. Understands the need for modifications for students	1	2	3
8. Indicates sensitivity to all students	1	2	3
9. Attentive	1	2	3
10. Demonstrates eagerness to learn	1	2	3
11. Arrives early or on time	1	2	3
12. Dependable and accountable	1	2	3
13. Well-groomed	1	2	3
14. Dresses appropriately	1	2	3
15. Behaves professionally and appropriately	1	2	3
16. Overall impression	1	2	3

Classroom teacher comments:

Signature of Classroom Teacher _____ Date _____

The candidate should submit the *Field Experience Comment Page* to the EPP as soon as observations are complete.

