



ECE 3313 Field Experience Orientation

The Requirement

- ECE 3313 gives you the pre-k part of your certification
- All ECE 3313 students are required to complete a field experience in a prek classroom
- The minimum amount of time is 24 hours spread out over a minimum of 6 weeks (but 8 are recommended)
 - No exceptions, if you do not complete 24 hours or more and you go less than 6 weeks, you will fail the course
 - If this is not possible, please drop the course for this semester and take it another semester
 - You will need to keep one school day per week open to complete your field experience

Paperwork required before sign up

(all required paperwork can be found on the CEPP sign up webpage)

- By the second class, turn in to CEPP:
 - Verification of insurance and proof (TORT Liability insurance form (you can get liability insurance by joining SPAGE or SGAE) fill out the form and make a copy of your membership card or proof of membership with an expiration date that is after this semester
 - Preservice Teacher Certification (link is in the CEPP webpages for sign up)

The Background Check

- Kennesaw State University has all Education students to get a background check through certified backgrounds prior to being allowed in the major
 - This however does not satisfy legal requirements for child care centers
- All student placed in a bright from the start licensed field site must get a livescan fingerprint and bright from the start approved background check (see the CEPP sign up page for instructions and details) – this costs about \$52 and takes a few weeks to get back (you may have done this through block 1 orientation or see Donna Fitzgerald for this)

Scheduling Your Hours

- You must:
 - Arrive in the morning at the beginning of the instructional day (between 8 and 9 for most programs)
 - Each week Observe **and Participate** in...
 - Large group
 - Small group
 - Center time
 - A meal time
 - Outside play (weather permitting)
- The preferred model is once per week for “the instructional day” which includes all of the routines above for at least 6 weeks (you may need to go more than 6 weeks to enable you to carry out all required field experience assignments comfortably – 8 weeks is suggested)

Nap Time

- Generally speaking, nap time does not count toward your required hours
- However, you may log nap time hours if all the logged nap time hours exceed the minimum 24 hours and the candidate has used the time helping children, planning, or doing other necessary duties required of preschool teachers
 - This will be verified by your instructor when you turn in your tentative schedule

What Will You Do?

- This field experience is designed to be **participatory** (not just observing!)
- You are to participate, work with, and play with the children
- Assist the teacher in any way needed (within reason- this may mean cleaning up sometimes but it should not be how you spend the majority of your participation time)
- Show lots of initiative and energy
- You will be expected to plan, teach, and observe/assess
- You may NOT...
 - Be left unattended with the children
 - Go into the bathroom with children or help with pottyng
 - Clean private areas of the children or undress children

Signing Up for Field Experience

- Each candidate must sign up for the field experience through the CEPP website during the sign up window (this window will only be open for 24 hours)
- If you do not sign up, you will have to drop the class
- Go to the website ahead of time to look at the programs and get an idea of the ones you may want to sign up in
- **See the B-K calendar put out by CEPP made available by your instructor for the sign up days and times**

Before Signing Up

- Preview all of the resource links on the web page (they are important)
- For this class you will need
 - Sign up directions
 - ECE 3313 placement sites (preview to pick what sites you want to sign up for)
 - Info on the criminal records check, etc The collaborating teacher packet
 - Much more

More about sign up

- Visit the websites of the programs you are considering
- **Remember if it is a part time program you may have to visit two instructional days per week to complete the required hours in a timely manner (it just depends on the program)**
- Some of the private programs are faith based, this is allowed just make sure you are comfortable with the faith
- GA Lottery Funded Pre-k classrooms are preferred (this will decrease difficulties in completing required assignments and be more likely to match the curriculum)

Navigating to the Sign Up Page

- Go to the Bagwell College of Education home page
- Click on current students
- Click on the Center for Education Placements and Partnerships Link (under the undergraduate students heading)
 - Notice the resource links on this page also such as the CEPP policies, sign up directions, B-K calendar, placement sites, etc
- Click on ECE Field Experience Link
- Click on the ECE 3313 Link
- The bottom of the page has links for resources and required paper work, etc
- When ready click on the link titled “Sign up in owl express”



Professionalism

- Please remember you are a guest in the classroom
- Maintain open and frequent communication with the collaborating teacher
- Dress professional casual
 - No low cuts
 - No midrifts
 - No shorts
 - Skirts and dresses should come past your knees
 - No dangling jewelry (children tend to pull on them)
 - Nails don't come past your fingertips
 - Closed toed comfortable shoes
 - Be clean and well kept
 - Wear professional looking blouse and slacks (preferred)
 - If you have tatoos try to cover them

