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To: EDUC 2110 Collaborating Teachers

From: Dr. Kim Gray, EDUC 2110 Coordinator

Kennesaw State University

Subject: Field Experience Packet

Thank you for agreeing to work with Kennesaw State University students who are interested in the teaching profession. As part of the EDUC 2110 course, *Investigating Critical and Contemporary Issues in Education*, KSU students are required to successfully complete a 15-hour field experience in a public school. This early field experience is vital for students who are considering a career in education. Their experience in your classroom will give them a real, hands-on understanding of the teaching profession and help them decide if teaching is the career for them.

Essentially, the KSU student will work out a schedule with you that will allow him/her to be in your classroom for 2 to 3 hours and will coordinate the dates of attendance with you. In fall, the field experience will begin in late-September; in spring the field experience will begin in late-February.

In this packet please find:

 Field Experience Contract between you and your KSU student

 EDUC 2110 Field Experience Log Sheet

Thank you so much for working with Kennesaw State University students and guiding them through this early field experience. If you should have questions or concerns at any time during the Field Experience, please email Kim Gray at [kim.gray@kennesaw.edu](mailto:kim.gray@kennesaw.edu%20) or call 470-578-2250.

**KSU Student Contact Information**

**EDUC 2110**

KSU Student Name (Print) Today’s Date

KSU Email address Phone Number

EDUC 2110 Instructor’s name Instructor’s email address

Field Experience arranged for

Day of the Week Time

**KSU Student/ Collaborating Teacher Contract**

As a Kennesaw State University student in EDUC 2110 completing the required Field Experience, I

agree to the following:

 I will model professionalism in my appearance and demeanor.

 I will cooperate with my collaborating teacher and follow all school policies and procedures. I will complete assignments given to me by my collaborating teacher to the best of my ability

 I will complete 15 hours of field experience. My collaborating teacher and I have agreed on the day(s) and time above.

 Deviation from the above schedule is acceptable only with prior approval of my collaborating teacher. If an emergency arises that affects my attendance, I will contact my collaborating teacher as soon as possible and

make arrangements to make up the time.

 I will keep an accurate log of my attendance. I will ask him/her to sign the log each visit. I will ask for the original copy of the log on the last observation and will take it to my instructor for verification of my field experience hours.

 If I choose to drop EDUC 2110, I will contact my collaborating teacher and my KSU instructor immediately.

Student Signature

Date

Date

Collaborating Teacher Signature

**Collaborating Teacher: You may keep the Collaborating Teacher contract so that you will know how to contact your KSU student.**

KSU students are encouraged to show **initiative** and seek opportunities to interact with students in the classroom, with the collaborating teacher and with colleagues in the school. Initiative, interest and energy are a part of the student’s evaluation. KSU students should exhibit a positive, professional attitude and should follow the directions of the collaborating teacher willingly. KSU students should always arrive on time and stay the agreed upon amount of time and should be flexible.

**Field Experience Log Sheet**

KSU Student

Collaborating Teacher

Collaborating Teacher Email Address

School Semester Year

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***DATE*** | ***TIME***  ***IN*** | ***TIME***  ***OUT*** | ***TOTAL***  ***TIME*** | ***Collaborating Teacher’s***  ***Signature*** |
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**Comments:** Feedback is helpful for KSU students and instructors. Please indicate any concerns about this student’s potential to be successful as a teacher.

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Collaborating Teacher Signature Date