



All students enrolled in *Introduction to the Teaching Profession*, EDF 1005, and/or *Introduction to Diversity for Educators*, EDF 2085, will comply with the following standards during their field experience. If the student fails to meet these standards during the required field experience hours, she/he may be withdrawn from the field experience placement, and the student will not successfully complete the course.

This class includes a thirty-hour field placement. In order to pass the class, students must

- submit proof of completing the fingerprinting process to the Teacher Education department office within three weeks of the first day of class and
- successfully complete the field placement.

Failure to meet these requirements will cause a student to fail this class and will NOT justify a grade of incomplete. Unsatisfactory conduct during the 30 hours, as reported by a K-12 staff member, is grounds for penalties **including but not limited to failure of this course or a lowering of the course grade.**

Students may NOT contact the district or district personnel to obtain field placements. Furthermore, only NWFSC Teacher Education department notification of a field placement constitutes an official notification; any hours a student completes in a K-12 setting prior to NWFSC notification will NOT apply to the field placement.

Before receiving field placements, **all students must submit to fingerprinting and background checks by both the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The outcome of the background check may impact the student's eligibility for field experiences.** Fingerprinting is carried out by a vendor; detailed information is provided in another class handout. **However, all students should be aware that they must have completed the fingerprint process within two weeks of the first class of the semester. Field placements must be completed two weeks before the end of the semester. Students not meeting these deadlines may not complete the field experiences and therefore will not receive a passing grade in the course.**

The student agrees to the following:

1. As soon as I am informed of my field experience assignment, I will make contact with my supervising teacher to establish an initial meeting time and to work out a schedule that is acceptable to both the teacher and me.
2. I will adhere to the schedule that is agreed upon and will contact the supervising teacher if I am unable to do so because of an emergency.
3. I will remember that I am a role model for students and a representative of NWFSC and therefore:
 - (a) I will arrive at my field experience on time.
 - (b) I will present a clean, neat, and professional appearance, both in my person and in my dress.
 - (c) I will treat all aspects of my field experience professionally, as if I were a teacher.
4. I will make every attempt to learn as much as I can from my field experience. I will include, as the most important element of my journal, what I learned each day.
5. I will fulfill the 30 hour requirement for each class: EDF 1005 & EDF 2085.
6. I will be responsible for all the written forms associated with the field experience.
7. I will abide by the rules and regulations of the school in which I fulfill my field experience requirements.

Printed Name

NWFSC Student Signature

Student ID Number

NWFSC Instructor

Date