

## GUIDELINES FOR STUDENT PARTICIPATION IN FIELD EXPERIENCES

1. **Any information or impression of the school in which you participate is confidential.** The **Kentucky School Personnel Code of Ethics** states, “You shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.” Teaching - learning situations will be discussed in the university classroom. No personalities will be included.
2. You are required to sign and abide by the **Student Record Confidentiality and Professional Decorum Acknowledgment** prior to beginning any field experience. Link to download PDF:  
<https://www.murraystate.edu/academics/CollegesDepartments/CollegeOfEducationandHumanServices/coecenters/TeacherEducationServices/STUDENT%20RECORD%20CONFIDENTIALITY.pdf>
3. A background check and Child Abuse and Neglect (CAN) check are required prior to beginning field experiences. There are fees to complete the checks. You will not be able to begin your field experience until you have completed the necessary paperwork, the results of checks have been received, and you have been cleared to begin field experiences. The CAN check is completed online. The results of the CAN check is to be given to Teacher Education Services (TES). School districts determine their policies and procedures for background checks. There are two types of background checks—volunteer and federal. The location of a placement determines which of these checks will be required and the frequency for the checks. Some school districts require the volunteer background check. Others require the federal background check. Districts do not share the results of federal background checks with other districts. The volunteer check is facilitated through TES and processed by a school district. The results are given to TES. TES provides copies of the volunteer check to schools districts accordingly.
4. Remember that you are a guest in the school. The total program of participation depends upon the success of each individual in his/her assignment.
5. Keep the appointment you have made with the schools. The teachers and students count on your presence. Enter the classroom at the appropriate time and stay for the full length of time scheduled.
6. Any changes in the dates or times of your placement must be approved by the cooperating teacher and your instructor.
7. The teachers’ first priorities are the students in their classrooms. They are willing to help you, but your presence is not their primary responsibility. Enter into your activities as soon as possible.
8. Do not ask the school personnel to allow you to do what the staff members are not allowed to do. If you do not know protocol, ask the classroom teacher or the principal.
9. Follow the routine established by the teacher for the classroom.
10. If more than one student is assigned to the same classroom, stay on task. It is unprofessional to talk to a classmate while observing or participating.
11. Local schools have asked that you meet the standards of their dress codes. If you cannot meet these standards, you will not be allowed to participate. They have specifically asked that your presence not be a distraction to their students.
12. Behavior that is not acceptable to a school can result in the school requesting that you be removed from this experience.
13. Generally the university instructor will be in the building with you. If you have a problem that cannot be solved by your teacher, speak with your university instructor.

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14. If you must miss a field experience due to illness, etc., you should notify the school, your cooperating teacher and your university professor.
15. Wear your student ID on the lanyard provided by TES. Some schools may also require you to wear their visitors' nametag.
16. Leave book bags and large purses in your vehicle.
17. Cell phones and other electronic devices should not be taken into the classroom without prior approval of the classroom teacher and university instructor.
18. Many schools have a no chewing gum rule. Do not chew gum in the school buildings.
19. Do not take food or beverages in the schools.
20. While in the school, follow every procedure in which the students are involved (fire drills, assembly, etc.).
21. If the university transports your class, you are required to utilize transportation provided unless you have prior approval from TES due to special circumstances. Requests must be submitted in writing to Dr. Alesa Walker no later than one week prior to the practicum.
22. If the university transports your class, departure time will be designated. If you miss the bus, contact Dr. Alesa Walker to schedule a makeup time. You will be responsible for your own transportation for the makeup.
23. Individuals transported by university vehicles are responsible for returning to the bus at the appointed time, keeping in mind that others may be due back on campus.
24. The field experience is a vital part of your class. Make the best of your teaching experience.
25. Exhibit a positive attitude at all times. Take the time to thank the cooperating teacher(s) and students for allowing you to share this experience with them.
26. If you have further questions regarding these guidelines or your placement, contact your instructor or Dr. Alesa Walker (270-809-3768 or email [awalker@murraystate.edu](mailto:awalker@murraystate.edu)).

All field experience must be entered in **KFETS** and **LiveText** and **documented on an audit and component sheet**.

Directions are available at:

[murraystate.edu/academics/CollegesDepartments/CollegeOfEducationandHumanServices/coecenters/TeacherEducationServices/fieldnotes.aspx](http://murraystate.edu/academics/CollegesDepartments/CollegeOfEducationandHumanServices/coecenters/TeacherEducationServices/fieldnotes.aspx)

and **Field Experience Management (FEM) Instructions** at: <https://www.livetext.com/doc/9651161>

and **audit and component sheet instructions** at: <http://www.murraystate.edu/tes/help>