1. When notified by email or classroom instructor, contact school principal for appointment before reporting to assigned schools. **Do not contact the schools prior to being notified by email or classroom instructor!** (NOTE: Students requesting Camden County Schools must meet with representative of the Camden County School System prior to contacting the school.)

2. Students are responsible for getting to schools.

3. Students have the same holiday schedule as the University.

4. Dress to impress! Remember - first impression is the lasting impression.

5. Strive to meet public school obligations; notify the office if you cannot attend the assigned class(s).

6. Students wishing to do their observation near home during Fall/Spring must submit the request in writing to Office of Teacher Education to obtain prior approval.

7. If you are unable to complete your observation at the school requested, please notify the assigned school and the Office of School Services (Mr. Ralph V. Cole, Sr. at 335-3590/91, in room 161.)

8. Make sure that you have completed the required number of hours.

9. **FORMS**
   
   1. **Application for Field Experience in Education** – go to ITL (GH # 174) with your class to complete e-form.
   2. **Observation and Participation Log/School Office** – leave in the main school building office.
   3. **Observation and Participation Log/Teacher**
      - Cooperating teacher must sign in order for experience to be valid.
      - Student must sign and return to instructor
   4. **Evaluation of Field Experiences in Education** – give to cooperating teacher for evaluation of your performance.
   5. **Suggested Activities Sheet** – give to the cooperating teacher.

*A typed copy of your journal observations/activities is to submitted to your instructor and in some cases, as part of portfolio requirements. You should keep a digital copy of this journal as it will be evidence to be placed in your Livetext Electronic Portfolio once you are accepted into the teacher education program.*

**NOTE:** At all times you are to represent yourself, your department and Elizabeth City State University with your best behavior.
**OBSERVATION AND PARTICIPATION LOG**

**School Office**

(Leave this form in the main office)

**NAME:** _______________________________ **TEACHER:** ________________________________

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<th>DATE</th>
<th>CLASSROOM</th>
<th>TIME-IN</th>
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**NOTE:** The Early Field Experience Supervisor expects to find this form in the main office. He/She will check this form for attendance at the building site. If you experience difficulty in keeping your obligation for this field experience, please notify the Office of School Services at 252-335-3591 immediately.

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**Elizabeth City State University**

**Office of School Services**

Griffin Education & psychology Building  
1704 Weeksville Road  
Elizabeth City, NC 27909  
Revised: EFEw2/19/03 by svc  

Voice: 252-335-3591  
Fax: 252-335-3554  
rcole@mail.ecsu.edu
OFFICE OF SCHOOL SERVICES
Teacher As Decision Maker

OBSERVATION AND PARTICIPATION LOG/TEACHER

SCHOOL: _____________________________________________________________

(This form is valid ONLY when it contains the teacher’s signature)

NAME:__________________________________  TEACHER: ______________________________

A typed copy of your journal observations/activities is to be submitted to your instructor and in some cases, as part of portfolio requirements. You should keep a digital copy of this journal as it will be evidence to be placed in your Livetext Electronic Portfolio once you are accepted into the teacher education program.

<table>
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<tr>
<th>DATE</th>
<th>TIME-IN</th>
<th>TIME-OUT</th>
<th>TYPE OF ACTIVITY</th>
<th>TEACHER’S SIGNATURE</th>
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I,______________________________, affirm that the information supplied above is accurate.

(Student’s Signature)

Date Submitted to Course Instructor ___/__/____ Total Number of Contact Hours:____

Elizabeth City State University
Office of School Services

Griffin Education & Psychology Building
1704 Weeksville Road
Elizabeth City, NC 27909

Voice: 252-335-3591
Fax: 252-335-3554
rvcole@mail.ecsu.edu

Revised: EFEwd2/19/03 by svc
## EVALUATION OF FIELD EXPERIENCE IN EDUCATION

**Student _______________________________ Semester __________ Year __________**

List course name and number for the Early Field Experience this evaluation covers.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>No.</th>
<th>No. of Contact Hours</th>
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Cooperating Teacher ____________________________________________________________

School ____________________________ Grade/Subject ____________________________

### EVALUATION SCALE:
Please evaluate the student on a scale of one (1) to five (5), with five denoting exceptional and one denoting inadequate. Omit those items not applicable.

### RESPONSIBILITY:

1. Arrive at school promptly at assigned time  
   1 2 3 4 5

2. Calls if unable to come because of illness or emergency  
   1 2 3 4 5

3. Follows directions/complete assignments  
   1 2 3 4 5

4. Accepts increasing responsibility  
   1 2 3 4 5

5. Presents a professional appearance  
   1 2 3 4 5

### COMMUNICATION SKILLS:
(Please score this area only if the student has been involved in micro-teaching)

6. Uses standard English in writing and speaking  
   1 2 3 4 5

7. Speak clearly and distinctly  
   (Avoids overuse of “OK”, “You know”, etc.)  
   1 2 3 4 5

8. Shows variety in voice (e.g., volume, tone)  
   1 2 3 4 5

9. Uses appropriate vocabulary  
   1 2 3 4 5

10. Writes/prints legibly  
    1 2 3 4 5

11. Maintains eye contact with all students  
    1 2 3 4 5
PROFESSIONAL ATTITUDES:

12. Shows a genuine for teaching 1 2 3 4 5
13. Shows enthusiasm for teaching 1 2 3 4 5
14. Demonstrate ability to establish rapport with students 1 2 3 4 5
15. Relates well to the teachers and school staff 1 2 3 4 5
16. Welcomes and accepts constructive criticism 1 2 3 4 5
17. Recognizes the dignity and worth of each student 1 2 3 4 5
18. Prepares well for teaching and other tasks 1 2 3 4 5
19. Demonstrates the ability to teach a lesson 1 2 3 4 5
20. Shows initiative (e.g., “Finds something that needs to be done”) 1 2 3 4 5

ADDITIONAL COMMENTS:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

VERIFICATION/SIGNATURES:

Cooperating Teacher_________________________________________________ Date: ____/____/____
Cooperating Principal _______________________________________________ Date: ____/ ____/____
Student ___________________________________________________________ Date: ____/____/____
University Supervisor/Instructor________________________________________ Date:____/____/____
EDUC 220: SOPHOMORE SEMINAR
(EDUC 201: Foundations of Education (Licensure Only))

Observation and Participation In Non-Instructional Activities
Suggested Activities for Cooperating Teachers

Suggested activities for the Seminar-Module 2 part of Early Field Experience in Education are provided below. These are not complete but rather examples of the type and variety for this early field experience.

A. The student will observe a variety of instructional (total-groups, small-group, demonstration, etc.) activities.

B. The student will participate in a variety of non-instructional activities. Some suggested activities and experience are these:

Providing Student Assistance:
1. Assist students in library research.
2. Assist with labs.
3. Read stories to students.
4. Work with small groups as directed by the teacher.
5. Listen to individual students.

Providing Teacher Assistance:
6. Distribute and collect materials.
7. Duplicate materials as instructed by the teacher.
8. Prepare materials as instructed by the teacher.
9. Participate in a field trip.
10. Assist with planning and preparing bulletin boards and other classroom displays.
11. Type materials for the cooperating teachers.
12. Monitor student independent activities.

Learning Student Database Management and Recordkeeping:
13. Average grades.
14. File papers in student’s folders.
15. Fill out student information cards.
16. Learn student management attendance procedure.
17. Take roll and record attendance.

Learning Standard Operating Procedures:
18. Learn school policies and procedures.
19. Learn school and teacher grading policies.
20. Other learning activities supervised by the cooperating teacher that will provide the observation/participation student with a total school experience.

Providing Extracurricular Assistance:
22. Line off the track field.
23. Serve as a timekeeper for athletic activities.
READING AND METHODS COURSES
INTERMEDIATE LEVEL FIELD EXPERIENCES

Suggested Activities for Instructional and Non-Instructional Activities

A). The student will continue some observation and non-instructional activities as listed under EDUC 220.

B). The student will begin to do some instruction with the supervision of the cooperating teacher. Some suggested activities and experiences follow:

1). Provide individual instruction.
2). Grade homework, class work or tests.
3). Help students with homework.
4). Help students with board work.
5). Assist students with library.
6). Administer tests.
7). Demonstrate gymnastic skills.
8). Organize warm-up in physical education.
9). Serve as an umpire or a referee.
10). Do experiments or demonstration in science.
11). Design and make bulletin boards.
12). Conduct skill drills (e.g., flash cards or multiplication times drills).
13). Plan a puppet show.
14). Supervise a free-reading period.
15). Supervise seat-work while the teacher is working with a small group.
16). Supervise a game in physical education.
17). Help the teacher teach lessons.
18). Teach small groups (with the teacher’s direction).
19). Teach a song.
20). Supervise art activities.
21). Set up a learning center.
22). Teach a concept or skill.
23). Teach a series of related lessons (e.g., one part of a Health or Physical Education unit).
24). Prepare and present a film-filmstrip related to a lesson or skill.
25). Others....