

Field Experience Requirements

- Complete the online Field Placement Request Form by the deadline. **Please note- Online Field Placement Request Form cannot be completed after the placement deadline; therefore, students cannot be placed after this deadline. (*See website for field placement deadline)**
- Complete required documentation and background checks prior to all school placements. Students will not receive a placement until the Guidelines Acknowledgement and Background Check Package or Affirmation is complete.
- Contact the assigned field placement teacher via email within 7 days after receiving the assigned placement.
- Establish a clear schedule with the field placement teacher in advance and make sure he/she is notified of any changes.
- Notify the Office of Educator Preparation ASAP regarding issues or concerns with the placement or of extenuating circumstances that might interfere with the field placement.
- Allow for adequate time in the semester to complete required hours.
- Follow procedures at school placement where placed (i.e., dress code, professionalism, etc.).
- Maintain strict confidentiality.
- Refrain from serving where you have close friends or relatives due to a conflict of interest and confidentiality issues.
- Avoid bringing others (e.g., personal child, significant other, etc.) with you to the assigned school.
- Logged hours must match the total amount of hours indicated on the Field Experiences Verification Form.
- Turn in the Field Experience Verification Form to the Office of Educator Preparation no later than **the last day of classes. Provide required paperwork to your instructor per syllabus deadlines.**

Please note the Honor Code and Pledge stated below that addresses falsifying information. Falsification of hours will not be tolerated.

Honor Code

East Tennessee State University is committed to developing the intellect and ethical behavior of its students. Students found to be in violation of policies on plagiarism, cheating, and/or fabrication will be held accountable for their actions. Any knowledge of academic misconduct should be reported. Students are expected to act with honesty, integrity, and civility in all matters. Honor Code revised and adopted February 16, 2012.

Honor Pledge

By becoming a member of the campus community, students agree to live by the standards of the honor code and thereby pledge the following: "I pledge to act with honesty, integrity, and civility in all matters." Honor Pledge revised and adopted February 16, 2012.

Field Placement Guidelines Acknowledgement

***Students must complete and submit this form to the Office of Educator Preparation as soon as the online Field Experience Request Form is completed in order to be placed. If you have questions or concerns please notify the Office of Field Experience and Residency

Instructor _____

Section _____

By signing this contract, I am stating that I have read the Field Experience Guidelines. I am agreeing to the requirements of the Office of Educator Preparation and that I am aware of the deadlines, hour requirements and my responsibilities for Field Experiences. I have also read ETSU's Honor Code and Pledge.

Printed Name _____

E# _____

Signature _____

Date _____