

Field experience & clinical practice guidelines

The Office of Experiential Learning (OEL) has developed guidelines that are applicable to all students seeking a field experience (observation; practicum) or a clinical practice (student teaching; final internship) placement.

Of Special Note:

UGA program coordinators and course instructors are responsible for submitting placement recommendations. They take great care in selecting appropriate placements for each candidate. The field placement officials in the OEL act solely upon the recommendations of program coordinators and course instructors. Candidates may discuss placement preferences with their program coordinators or course instructors, if allowed by their programs.

Candidates engaged in field experiences and clinical practices are representing the University of Georgia and the College of Education. Candidates are expected to demonstrate maturity and professionalism while on the university campus, at host sites, and in public settings.

The external partners who host our candidates in field and clinical settings and the professionals who serve as mentors to our candidates are providing an invaluable service. Please acknowledge their contributions to your professional development.

General placement guidelines include but are not limited to:

- (a) Candidates must be currently enrolled at UGA during the semester in which a placement is sought.
- (b) Candidates are not to attempt to arrange their own placements.
- (c) Candidates may have to drive an hour or more one-way for a placement depending on the availability of placements.
- (d) Candidates are required to notify the OEL if they're currently employed by a school district.
- (e) Candidates cannot be placed in schools where they have relatives employed.
- (f) Candidates will be notified by the OEL, via their UGA email address, when a placement is confirmed, which is the official form of communication between UGA students and UGA administrative personnel.
- (g) Candidates may contact their cooperating teachers once that have been notified of a confirmed placement by the Office of Experiential Learning.
- (h) Candidates should follow the schedule of their assigned school for holidays and in cases of inclement weather.
- (i) Candidates adhere to the policies of the host site in which they are placed.
- (j) Confirmed placements are final.
- (k) Candidates are expected to be aware of and abide by the ethical guidelines of their profession. Teacher education candidates: review the GaPSC Code of Ethics (<http://www.gapsc.com/Ethics/Home.aspx>)
- (l) Candidates are required to read and sign the Quality Assurance Contract in their Foliotek account at program admission.

Additional guidelines for candidates performing student teaching or a final internship include but are not limited to:

- (a) Candidates are expected to complete all program-specific expectations as designated during the student teaching or internship experience.
- (b) Student teaching candidates may not serve as substitute teachers, paid or unpaid, during student teaching. When a situation requires the cooperating teacher to be absent from work or from the classroom for an extended period of time, a substitute must be obtained by the school principal. The substitute teacher must be present in the classroom at all times.

- (c) Undergraduate student teaching candidates employed as para-pros may not remain employed as such during their student teaching. Graduate students employed by a school district on a provisional teaching certificate should contact the OEL to discuss an Internship in Lieu of Student Teaching option.
- (d) Candidates may not receive pay for any activity performed while student teaching. This includes payment for participation in extracurricular activities, such as coaching.
- (e) While student teaching is considered a full-time responsibility, UGA does allow its candidates to be employed (outside of the school in which they are placed) during student teaching. However, you may not be excused from any school responsibility to meet an employment obligation. Similarly, you may not leave school early or arrive late because of employment. Remember that you are expected to attend before- and after-school activities, such as conferences, faculty meetings, PTO meetings, etc. Planning, grading papers, developing materials and numerous other responsibilities will also consume much of your out-of-school time. Make sure that your employer knows that you are student teaching and its requirements upon your time.
- (f) Candidates may not take other coursework (besides seminars) while student teaching.