

CORBAN EDUCATION PROGRAM  
**GUIDELINES FOR FIELD EXPERIENCES AND STUDENT TEACHING**

Corban University and TSPC expect all Teacher Candidates to be fully engaged at every stage of the learning process. Fully engaged might be described informally as “out of your seat and on your feet.” This simply means that all teacher candidates are purposefully observing, supporting, planning, teaching or assessing at all times, even when they are not actively leading the instruction.

When participating in the classroom, whether for field experience or student teaching, the Corban University education student is expected to:

1. Introduce yourself to your assigned cooperating teacher (or in some cases a school administrator) as soon as information has been e-mailed to you. If you cannot get in touch with the CT or if your plans change in any way, IMMEDIATELY contact your University professor.
2. Be professional, friendly, respectful and cooperative at all times. Remember, you are the learner.
3. Cell phones must be off while in class. If there is an emergency, the school office can be contacted.
4. Avoid talking with students when instruction is being given. You are not the students’ friend, rather their teacher.
5. Be an active participant in the class discussions and activities.
6. Do not gossip. Do not share stories about teachers or students in the school, your home, or on social media. Maintain confidentiality.
7. Set social media profiles to private (e.g. Facebook, Instagram, etc.). Additionally, review your social media accounts and remove any posts in the past that could be viewed as unprofessional, inappropriate, offensive, overtly political, and insensitive. Finally, you are not allowed to add students in your classrooms as friends/connections (before, during, or after your placement).
8. Dress in a manner appropriate to a professional. You will be respected by both your students and your CT. Please be aware:
  - a. No jeans, shorts, mini-skirts or short dresses
  - b. No low cut tops or tank tops
  - c. No midriff shirts, or shirts with objectionable sayings/pictures
9. Be in constant communication with your cooperating teacher. Do not be afraid to ask questions, yet respect your CT’s time.
10. Inform your university supervisor immediately if any problems develop.
11. For student teaching: TC’s are required to be in classrooms for full contract hours each week.

## Attendance Policies

### Field Experience Placements:

- Arrive to your assigned classroom early
- Adhere to the schedule you and your CT agreed to. Remember they are counting on you to be in the classroom when you agreed to be there.
- If an absence is necessary, call the school as soon as possible and e-mail your CT and Megan Marentes.
- If you miss any time, arrange with your cooperating teacher as to when you can make up the missed time

### Student Teaching Placements:

- Teacher candidates are required to be in their schools during contract hours for the full duration of their placement. If a teacher candidate misses 5 or more days of school for any reason (e.g. illness, athletic events, etc.), he or she will be required to make up **every day** missed, extending the placement.
- Absences need to be reported to your CT, supervisor, and Megan Marentes as soon as possible.
- Absences for medical illness may require a doctor's note for verification
- Do not go to school if you are vomiting or have a fever (100.4 degrees or higher)
- Remember that being sick for 5 days or more will still require you to make up all missed time and extend your placement.