



**STEP 1 PLEASE READ THIS ENTIRE PACKET** (including the sections for the classroom teacher) **BEFORE** you contact anyone at a school about field experience!

Attached to this letter you will find information, guidelines, and expectations (pages 1-3) for the field experience portion of TMI 1 (also included in this section are the steps to setting up field experience site, instructions on how to properly document your field experience, and information on the required reflective essay). For those of you already working as a licensed instructor, we have included the reduction in classroom field experience application (page 4) that is due to the TMI office no later than **October 10, 2017**.

We have also attached a packet for the classroom teacher who will supervise your field experience. Please give the packet to the teacher on your first visit. It contains: an introductory letter to the classroom instructor (page 5) to inform them of the guidelines and goals of your field experience, a field experience log (page 6), and the professional disposition evaluation form (pages 7 & 8, includes comment section and quick field experience guideline reference). If you will be observing more than one classroom, additional copies of these documents may be made (use a different log and evaluation for each classroom instructor observed).

Please read through the packet carefully. This information will not be covered at Orientation. You are responsible for maintaining a level of professionalism and obeying specific guidelines during your field experience, all of which are laid out in this document. **Failure to read and comprehend this document will lead to confusion and mistakes that could lead to dismissal from program.**

We wish you the best of luck in your classroom! Please contact our office if you have any questions or concerns about the field experience component.

Sincerely,

Jason E. Wilkins  
Director, Teach Mississippi Institute

**FIELD EXPERIENCE CHECKLIST**

A completed field experience packet includes the following:

- 🍏 Log forms totaling 60 hours completed and signed by classroom teacher
- 🍏 Professional Disposition form completed and signed by classroom teacher

The completed field experience packet is due at the TMI Office in full by **December 1 @ 4:30 P.M.**  
*The Reflective Essay must be submitted on the Blackboard TMI course site by **December 10, 2017***

Fax your field experience packet to 662-915-5138, scan and email it to tmi@olemiss.edu, or mail it to the address on the right (you will receive a confirmation of receipt email):

Outreach and Continuing Studies  
**Teach Mississippi Institute**  
P.O. Box 1848  
University, MS 38677

**Note: Please make a copy of the field experience packet for your records before sending them to the TMI Office. The TMI Office is not responsible for forms lost in the mail, by fax, etc.**



## Classroom Field Experience

To complete the first component of TMI, students are required to complete sixty (60) hours of field experience in a Mississippi classroom setting and write a reflective essay. Program participants who are concurrently teaching in a Mississippi Public School District or a MDE-accredited private school may apply for a special exemption that would reduce their requirement to thirty (30) classroom field experience hours. They must submit the required paperwork (page 4) including a copy of their current Mississippi Teaching license.

### General Information

Classroom field experiences should be completed at a public or private (MDE accredited) school in Mississippi. Students may work with multiple teachers and schools if they wish. The field experience must be completed in grades 7-12 (unless subject area is K-12, such as Art, Music, Foreign Language, Health, PE, Library, or Special Education). Each classroom teacher you are working with must complete a classroom field experience log and evaluation form.

### **STEP 2 Set up a Field Experience (remember, Step 1 is to read this entire packet, do not attempt to set up field experience before you complete that task)**

To set up your field experience, first contact the school district central office or the principal of the school in which you wish to work. Explain you are enrolled in an alternate route program, and you **would like the contact information (name, mailing address, and email) for the person in charge of field experience placement** for the school district. This information, along with some school information (that can be pulled from the school's website), and the name and the email address you used to sign up for TMI, will be entered into an online webform (all field experience requests must be made through this webform prior to the deadline on the top right of this page).

To access the webform, visit: <http://olemiss.edu/observation>. In order for the webform to work, "cookies" must be enabled on your web browser (most browser's default to that setting, Safari does not and will have to be changed). For information on cookies, visit: [www.allaboutcookies.org](http://www.allaboutcookies.org).

Once a webform request is submitted, we will send a letter to the school providing some information about the Teach Mississippi Institute, as well as confirm that you are a student in our program and that you have passed a background check. We encourage everyone to start his or her classroom field experience as early as possible. You may even start working on these hours prior to the start of the TMI 1 class **AFTER** you have successfully passed the background check and received your letter of acceptance. ***If you complete the webform before the program begins or after the deadline listed at the top of this page, you must contact TMI Online to let us know you need a letter sent on your behalf.***

### Field Experience Policies and Guidelines

Program participants are expected to show initiative by offering to assist the classroom teacher in the assigned classroom and by independently getting involved in classroom activities. The following responsibilities are expected for all candidates during field experiences:

- Ideally, your classroom field experiences should be scheduled throughout the duration of your online coursework. We suggest two to four hours a day if you are not currently teaching. If you are unable to spread out your hours due to work constraints, you may spend more than the suggested two to four hours a day in the classroom.
- Make it clear to the teacher that your participation in this field requirement is designed to increase your knowledge about classroom instruction of students.
- Program participants are role models for students, and expected to dress appropriately. Follow the school or district's dress code, or any other stated policy concerning teacher dress, behavior, expectations, etc. Jeans, shorts, and t-shirts are not appropriate dress. Neat slacks, skirts and blouses, and dress shirts or sport shirts are acceptable in all school sites.
- Be professional at all times. Always notify the teacher or office personnel should you need to change or cancel a planned experience session.
- Program participants must not use cell phones or any other communication devices for any purpose during the time they are in the classroom.



## Classroom Field Experience

### Additional Expectations

In addition to the policies and guidelines outlined above, TMI participants are expected to:

- Arrive promptly and sign in
- Exhibit communication skills in oral and written language that reflect Standard English
- Respect and follow school safety and health regulations
- Report any problems/concerns to the TMI staff immediately at (662) 915-7314
- Treat conferences and classroom events with confidentiality and professionalism
- Express interest and enthusiasm
- Observe, analyze, and reflect on classroom and school activities

### Program participants are encouraged to assist the classroom teacher by:

- Tutoring individual students
- Preparing instructional materials
- Checking assignments
- Assisting with supervision
- Assisting teachers as requested
- Teaching small groups or whole class lessons

### Documentation of Field Experience

The materials for the classroom teacher will include a classroom log. You or the classroom teacher will be required to enter the date, beginning and end times of each of your classroom sessions and information about the class activities. The classroom teacher will initial each entry to verify your attendance.

The classroom teacher will also complete an evaluation of your performance. The form asks the classroom teachers to evaluate your interactions, professionalism, and assistance in the classroom.

Once the classroom field experience log has been completed please remind the classroom teacher to sign the log form and complete the evaluation form. The evaluation and time log should be returned to our office via fax at 662-915-5138, via e-mail attachment [[tmi@olemiss.edu](mailto:tmi@olemiss.edu)], or by US Mail (see page 1 for details and deadlines).

### Reflective Summary

The final part of the classroom observation component is the submission of a personal, reflective statement summarizing your insights, feelings, attitudes, and perspectives on what you have learned during the field experience. We ask that you maintain confidentiality where names or any personal concerns may be involved. Submit the statement using the classroom field experience drop box in your online course.

The statement should contain a minimum of 500 words. In this reflection, comment on the following points:

- Description of the school environment, the classroom, facilities, and physical arrangements
- The grade, age-range, gender, and total number of students
- Comments concerning the classroom structure, routine, and daily schedule
- Descriptions of the curriculum and teaching strategies used
- The uses of technology in instructional settings
- Students' varied approaches to learning
- Types of disabilities represented in the classroom
- Your participation in activities and teaching
- Any other information that you feel is relevant



## Reduction of Classroom Field Experience FOR PARTICIPANTS WHO ARE CURRENTLY TEACHING

A requirement of this course is to complete sixty (60) hours of field experience in a Mississippi classroom setting. Program participants who are concurrently teaching in a Mississippi Public School District or a MDE-accredited private school may apply for a special exemption that would reduce their requirement to thirty (30) classroom field experience hours. Please fill out the document below and return it along with a copy of your current Mississippi Teaching license. Reduction of classroom field experience forms returned without a copy of a teaching license will not be considered.

Name: \_\_\_\_\_  
(Last, First, Middle, Maiden)

Address: \_\_\_\_\_  
Number & Street Apt.#  
\_\_\_\_\_  
City State Zip

• Are you currently licensed in Mississippi?  Yes  No  
Type of teaching license you currently hold: \_\_\_\_\_  
*Please provide a copy of your current MS teaching license with this application*

• Are you currently teaching in Mississippi?  Yes  No  
Name of School: \_\_\_\_\_  
District Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mailing Address  
\_\_\_\_\_  
City State Zip

- I acknowledge that the answers to the above questions are true and correct and that by signing below I am requesting a reduction of the number of classroom field experience hours that I must complete for the first component of the Teach Mississippi Institute.
- I understand if my application is approved, I must complete my classroom field experience in another teacher's classroom. This can be done during a planning time if approved by my administrator.
- I understand that if any of the information above is false, I will be automatically dismissed from the Teach Mississippi Institute program and will forfeit all monies paid.

\_\_\_\_\_  
Signature of Applicant Date

<i>Office Use Only</i>
_____ Copy of Valid MS Teaching License included
_____ Request approved
_____ Entered in FMP



Dear Mississippi Teacher,

Thank you for allowing this Teach Mississippi Institute (TMI) Student to observe and assist in your classroom for the field experience component of the program. TMI is an online alternate route teacher certification program. After the student completes the program, we expect he or she to teach in a Mississippi secondary school (or a lower level in a limited number of subjects). The field experience portion is essential in helping students become successful teachers by learning classroom management and effective teaching methods.

Enclosed are log forms to record the TMI student's activities and time in your classroom, an evaluation sheet, and instructions for completing the evaluation sheet. Please have the TMI Student fill out the log forms throughout the hours in your classroom. Also, please initial each entry to verify their attendance. If possible, allow the TMI Student to teach at least two lessons in your classes.

The TMI student is required to complete sixty (60) hours of classroom field experience. We ask that each classroom teacher who works with the TMI students complete a separate classroom field experience log and evaluation form.

Once the student has fulfilled your requirements, please complete the evaluation sheet and return it and the log forms to our office. You or the TMI student can mail the forms to the address to the right. You can also send the information to us via fax at 662-915-5138 or via e-mail as an attachment to [tmi@olemiss.edu](mailto:tmi@olemiss.edu).

Outreach and Continuing Studies  
**Teach Mississippi Institute**  
P.O. Box 1848  
University, MS 38677

If you have any questions or concerns about the field experience or the TMI Student, please do not hesitate to contact us.

We appreciate your dedication to education and the future of our children by helping us to prepare new teachers for our classrooms!

Sincerely,

Jason E. Wilkins  
Director, Teach Mississippi Institute





## Professional Disposition Evaluation

**TO BE COMPLETED BY CLASSROOM TEACHER**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Name of Classroom Teacher

Dispositions are the values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the educator’s own professional growth and development. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility, and social justice.

(NCATE=National Council for Accreditation of Teacher Education)

### Evaluation Scale:

- N/O or N/A (0)** Not Observed or Not Applicable
- U (1)** Unacceptable: Does not consistently meet minimal expectations for standard; often needs support to perform at acceptable level.
- N (2)** Needs Improvement; requires support.
- A (3)** Acceptable: Meets expectations for standard as defined; requires occasional minimal support.
- E (4)** Exemplary: Consistently demonstrate superior performance on standard; needs little, if any, support/guidance

Professional Dispositions:	N/O N/A (0)	U (1)	N (2)	A (3)	E (4)
1. Exhibited poise, maturity and sound judgement.					
2. Displayed professionalism through punctuality, appearance, attendance, and dependability.					
3. Maintained a positive and enthusiastic disposition toward the teaching profession.					
4. Cooperated and collaborated with teacher and students when requested.					
5. Accepted constructive criticism in a positive manner.					
6. Followed school policies and procedures.					
7. Maintained confidentiality and ethical standards during observation.					

\_\_\_\_\_  
Signature of Classroom Teacher/Supervisor

\_\_\_\_\_  
Date



## **TMI Field Experience Evaluation**

**TO BE COMPLETED BY CLASSROOM TEACHER**

### **ADDITIONAL COMMENTS FROM TEACHER**

#### **FIELD EXPERIENCE EXPECTATIONS AND GUIDELINES FOR THE TMI STUDENTS**

- Arrive promptly and sign in
- Dress professionally
- Exhibit communication skills in oral and written language that reflect Standard English
- Respect the rules and regulations of the cooperating school
- Follow school safety and health regulations
- Report any problems/concerns to the TMI staff immediately (662) 915-7314
- Treat conferences and classroom events with confidentiality and professionalism
- Express interest and enthusiasm
- Observe, analyze, and reflect on classroom and school activities

#### **PROGRAM PARTICIPANTS ARE ENCOURAGED TO ASSIST THE CLASSROOM TEACHER BY:**

1. Tutoring individual students
2. Preparing instructional materials
3. Checking assignments
4. Assisting with supervision
5. Assisting teachers as requested
6. Teaching small groups or whole class lessons

#### **FIELD EXPERIENCE POLICIES AND GUIDELINES**

Program participants are expected to show initiative by offering to assist the classroom teacher in the assigned classroom and by independently getting involved in classroom activities. The following responsibilities are expected for all teacher education candidates during field experiences:

- Ideally, your classroom field experiences should be scheduled throughout the duration of your online coursework. We suggest two to four hours a day if you are not currently teaching. However, if you are unable to spread out your hours due to work constraints you may spend more than the suggested two to four hours a day in the classroom.
- Make it clear to the teacher that your participation in this field requirement is designed to increase your knowledge about classroom instruction for secondary school students.
- Program participants are role models for students, and expected to dress appropriately. Follow the school or district's dress code, or any other stated policy concerning teacher dress, behavior, expectations, etc. Jeans, shorts, and t-shirts are not appropriate dress. Neat slacks, skirts and blouses, and dress shirts or sport shirts are acceptable in all school sites.
- Be professional at all times. Always notify the teacher or office personnel should you need to change or cancellations a planned experience session.
- Program participants must not use cell phones or any other communication devices for any purpose during the time they are in the classroom.