

Reminders for Candidates

Level I and Level II Field Experiences

"The Teacher as a Competent, Cooperative, Compassionate, Committed Leader"

- Do not contact the school or teachers before receiving e-mail confirmation from the CPD. Once confirmation is received, candidates are to call the designated school contact person to confirm their schedules before the placement begins. If a return call is not received by the following day, candidates may go to the school to make schedule arrangements. If a candidate does not report as scheduled and **does not notify the school within three (3) days of confirmation**, that placement will be canceled.
- Candidates must report any problems encountered with the placement to the CPD immediately. Failure to do so may result in the cancellation of your placement.
- Candidates are to report to the school office, not directly to the teacher.
- Candidates are to present evidence of a negative tuberculin test when requested. If a candidate does not have the required TB test form, that placement will be canceled.
- Candidates have less than six weeks to complete the field experience. Begin the experience immediately after the assignment has been received, and schedules have been confirmed with the teacher.
- Display professional dispositions at all times. Dress professionally at all times.
- Avoid adjustments and conflicts to the schedules which have been arranged with the schools. Schedule changes create a burden on the school administrators and teachers.
- The CPD does not request or receive placement confirmations for candidates who are employees in a school division.
- Candidates may not make up missed observational periods in a one day schedule.
- Candidates must take assignments seriously-- show interest and motivation, ask questions, share your handbook with your assigned teacher, and complete handbook reports and portfolios.
- Candidates **MUST** submit the completed TK-20 Cooperating Teacher Information Sheet during the first week of your experience. You will need to submit the form to the Center for Professional Development. Submission of the information sheet allows your binder to become live so that both your cooperating teacher and NSU instructor may see your work.
- **Level I Observation Candidates**
Copies of the completed appendices (including the handbook cover page), are to be stapled together and returned to the NSU instructor, along with an additional copy for the CPD or complete the TK-20 Level I Binder.
- **Level II Observation/Participation Candidates**
Copies of the completed Appendices (A-L, including the handbook cover page), will be placed in a portfolio. The completed portfolio material will be turned in to the NSU methods instructor, with an additional copy of the portfolio to the instructor for the CPD or complete the TK-20 Level II Binder.
- Candidates who do not adhere to the Observation and Participation rules and regulations should be reported to the instructor and the Center for Professional Development.

School of Education
Center for Professional Development (CPD)
Norfolk State University

Observation and Observation/Participation Guidelines

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1. Type all placement request forms. Give specific grade level, availability information, and subject for observation. **COMPLETE ALL REQUESTED INFORMATION ON THE FORMS.**
2. Do not request more than two (2) experiences per school division. Each experience is used for only one course.
3. All requests, including the Child Development Lab, are to be made through the Center for Professional Development Office.
4. Candidates are not to request a placement through the CPD for a school in a school division where they are currently employed. Do not request placements at locations where a family member attends or is employed.
5. Submit TB test results to instructors for verification two weeks after placement request deadline date. Instructors will submit them to CPD. **CANDIDATES' REQUESTS WILL NOT BE SENT TO SCHOOLS WITHOUT A CURRENT, NEGATIVE TB TEST.** A current TB test is dated after January 1 of the previous year for the Spring Semester and after August 1 of the previous year for the Fall Semester. Failure to match name on TB tests to name on request forms may result in a delay of placement confirmation.
6. Submit a signed Background Verification Form when the application is submitted. A form must be completed every semester.
7. **CHESAPEAKE, VIRGINIA BEACH AND NORFOLK REQUESTS:** In addition to the Level I and Level II applications, all candidates requesting to observe in Chesapeake, Virginia Beach or Norfolk must complete that city's additional form; **"FIELD-BASED EXPERIENCE REQUEST FORM"** for Chesapeake, **"PRACTICUM PLACEMENT REQUEST FORM"** for Virginia Beach, or the **"NORFOLK PUBLIC SCHOOLS STUDENT TEACHER OR PRACTICUM PLACEMENT REQUEST"** form and the **"VOLUNTEER ACKNOWLEDGEMENT FORM FOR FIELD EXPERIENCE PLACEMENT"** for Norfolk. Ensure that both sides/pages of the Norfolk form are **signed**.
8. Candidates not observing in Hampton Roads (Norfolk, Virginia Beach, Portsmouth, Chesapeake, Suffolk, Hampton, Newport News), will need to check the observation criteria for the selected school district. Please provide the website for the selected school district.

** THE CPD IS UNABLE TO ACCEPT REQUESTS FOR NORFOLK BEYOND THE NPS MAXIMUM CAPACITY. INSTRUCTORS WILL BE NOTIFIED WHEN THAT CAPACITY IS REACHED. **
9. If two or more of a candidate's courses require observations, a confirmation e-mail will be sent for each request. Unless otherwise stated, do not assume all requests have been approved at the same school location.
10. Candidates **MUST** submit the completed TK-20 Cooperating Teacher Information Sheet during the first week of your experience. You will need to submit the form to the Center for Professional Development. Submission of the information sheet allows your binder to become live so that both your cooperating teacher and NSU instructor may see your work.
11. Level I (Observation) participants must observe a minimum of ten (10) clock hours. Candidates will complete appendices A-E, including the handbook cover page, from the respective handbook located at <http://www.nsu.edu/education/development/forms.html> and/or in TK-20 Field Experience Binders.
12. Level II (Observation/Participation) is for a minimum of twenty (20) clock hours. Candidates will complete appendices A-L, including the handbook cover page, from the respective handbook located at <http://www.nsu.edu/education/development/forms.html> and/or in TK-20 Field Experience Binders.
13. Class instructors should check forms for accuracy before they are submitted to the Center for Professional Development or to TK-20. Sign all forms where requested.

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