

To **WKU Education Majors**

From **Dr. Sylvia Dietrich, Interim Director/STE and Associate Dean/CEBS**

Subject **Student Fieldwork Requirements**

You are receiving this email because you may be student teaching in spring 2014 or later. The state requires that you have 200 fieldwork hours in place before that semester.

Important information:

- All students who plan to student teach in spring 2014 and beyond will have to meet the 200 hour fieldwork requirements as established by the Educational Professional Standards Board (EPSB).
- The EPSB system to collect these data will not be ready until fall 2013 at the earliest.
- All experience hours must be associated with a course in your program.
- Those who are student teaching during spring 2014 will not be required to enter all past experiences into the new system. However, they will be required to provide full documentation of their 200 hours. This documentation may include previous field experiences entered into the Accountability System or original paper copies of the experience forms. These data will need to be verified before the student can student teach in spring 2014.
- All students who student teach after spring 2014 will be required to enter all 200 field experience hours into the new system when it is available.
- Students can view fall 2012 and prior field experience data from within the Portfolio System if the forms were collected and entered into the Accountability System by STE. They can view this through the menu STUDENT STATUS ->VIEW FIELDWORK ENTRIES.
- Students will need to keep copies of all student fieldwork forms and provide copies to the faculty member of the course in which the hours are completed. The instructor of the course must confirm the accuracy of the field hours completed in the course.

With the 200 hour requirement looming for student teachers in spring 2014, here are some options that will help ensure the requirement is met:

- If an agreement can be made between the student and professional/teacher education faculty member,
 - An incomplete for the professional/teacher education course could be given to allow hours to be accumulated until the end of a cooperating school district's school year. Hours after their school year is completed cannot be counted.
 - Fall 2013 fieldwork hours can be counted before the official WKU calendar begins, based on school systems' calendars, if the students get prior professional/teacher education faculty approval and the student can document their hours.
 - Students who are not enrolled in a professional/teacher education course for spring 2013 may work with the instructor of a previous and recent professional/teacher education course to identify a field placement for the second bi-term of the spring 2013 semester. The placement must be connected to the work of the course.

Dr. Cassie Zippay, who is leading the early field hour initiative, can respond to your questions regarding the information in this email, and can be reached at cassie.zippay@wku.edu or (270)745-2679.

Please download the Field Experience Form from the following link:

http://www.wku.edu/teacherservices/teacher_cert/forms/field_experience_form.pdf

You will need Adobe Acrobat reader to open this file.