

Field Experience Informational Session

Fall 2015 series

Facilitated by Krista A. Coleman, Ed.D.

Field Placement Coordinator

Teacher Certification Officer in COE

Entrance Procedures-Check Rosters

- Find your **name(Sign in using initials) on clipboard-rosters)**
- **Verify/Update cert. level and email address**
- Sit anywhere and please silence(vibrate) your cell phone
- ***Extremely important this info. is accurate as this is how you will be receiving important messages**



Servant Leader Biography

Professional Background:

- ▶ Currently serving as a Field Experience Coordinator in COE as well as an Educational Consultant primarily in HISD
- ▶ Served as a College and Career Liaison in Manor ISD (Manor, TX)
- ▶ Prior Administrative experience as an Assistant Principal in Austin ISD at Eastside Memorial Global Tech HS at the Johnston Campus (a 21st Century skills/Project Based Learning Model)(Austin, TX)

Educational Background:

E.d.D. in Higher Education Administration, University of Mary Hardin Baylor (Belton, TX)
M.Ed. in Educational Administration, Concordia University of Texas (Austin, TX)
B.A. in Middle Grades Education/Minor in Biology, Clark Atlanta University, (Atlanta, GA)

Passion and Hobbies:

My passion is college and career readiness (research) with respect to serving at-risk youth primarily in urban school districts across the country. I am also enjoying serving as a founding member for my local church (Fellowship Church), and a local community activist/volunteer (S.O.S. Campaign for Freedmen's Town Preservation Coalition). My greatest accomplishment to date is my 12-year old daughter (tinkerer, Lego Builder/Gamer).

SO YOU THINK YOU WANT TO
TEACH



Field Experience Overview

- Purpose(BIG PICTURE-Glimpse into public schools)
- Structure
 - Approx. 8 weeks total(6 weeks of field experience observations at a campus)
 - **PPR Benchmark(Mandatory, not an option)**
 - Writing Assessment/Orientation
 - 6 schools, various public school districts across Houston Metropolitan area(earn 25 hours of observation hours)
 - **See Pre-Teaching resources [Fall 2015 FE Rotation Schedule, PowerPoint, PT log, reflection, and background check forms for Alief and Humble]**
<http://redesign.coe.e.uh.edu/student-services/teacher-ed-handbook/resources/>.
 - **PPR Review(Mandatory, not an option)**
 - **Special Projects in lieu of 6 campus rotation schedule(Invite guests if applicable to share their special project with group)**

Gaining teal access

- **To apply for access to a TEAL account:**
- **Please go to**
https://secure.sbec.state.tx.us/SBECOnline/TEAL_End_User_Training_ECOS.pdf

Certification services

- **COMING SOON UPDATED INFORMATION REGARDING CERTIFICATION**
- <http://www.coe.uh.edu/student-services/certifications/>

Recommended testing schedule

- Pre-Teaching (Writing Assessment & PPR Benchmark)
- ***Bilingual Generalist-BTLPT after completing ETS prep materials:**
- 1-Below are links to the many BTLPT test preparation materials available online @ <http://cms.texas-ets.org/texas/btlpt-spanish/>
- BTLPT Preparation Manual (PDF)
- BTLPT Test at a Glance (PDF)
- BTLPT Alternate Character Toolbar Tutorial BTLPT Supplemental Guide (PDF) BTLPT Webinar BTLPT Interactive Practice Test-***Highly recommend this interactive practice test**
- 2-BESO Tip of the Month available online @ <http://www.tabe.org/membersaffiliate.cfm?subpage=1042872>

Recommended testing schedule cont'd.

- Developing Teaching-PPR (passing score of 240 or higher)
- Student Teaching 1(Content exam); Bilingual Generalist(add Bilingual supplemental and Content exam)
- Student Teaching 2-Apply for Standard Certificate and fingerprinting; ***once degree confers and grades post recommended for Standard Cert.**

Assistant certification officer's best practices

- PeopleSoft ID# & TEA ID on all email correspondence
- Testing Approval Process
(see handout)
- Questions?

Field Experience Logistics

- Please check your email frequently (evening before/morning of) for any sudden changes which is why I need a valid email address; **especially for campuses yet not confirmed**
- Arrive at campus no later than 8:45 am; (**7:45 a.m. on early dismissal day-denoted in red on PT rotation schedule[EC-6 Groups A, B, H & Middle School Group A]**)
- Sign in with school using your DL or state issued ID; will also need your UH badge-must be visible at all times on campus
- **Pick up cooperating teacher info./schedule in front office**
- **In class from 9:00 am – 1:00 pm**
- **Sign out with school – 1:05 pm or after**
- Dress as a guest -**No jeans, exposed garments/body parts**

When you are there....(See Classroom Look fors doc)

- Placed with a teacher (non-negotiable)
- Observe/Participate if asked
- Take a notebook
- Be professional and polite
- During teacher's conference period, follow students
- Lunch
- Put cell phone away
- Respectful

What to do if....

- You are late
- You are absent
 - Must have documentation
 - Must make up time(*structured at EOS)
- Your cooperating teacher has a less-than-positive attitude
- No one seems to know you are supposed to be there(*group leader should call (832) 989-7514 or email Dr. Coleman)

Background Check Procedures(Smaller Districts)

***Please only complete the following that are relevant to your groups' rotation schedule by Friday, 10/2/15)**

- Aldine ISD (Taken care of at schools during arrival via Raptor system-using UH badge/TX ID/DL)
- Lamar CISD (Taken care of at schools during arrival via Raptor system using UH badge/TX ID/DL)
- Pasadena ISD (Taken care of at schools during arrival via Raptor system using UH badge/TX ID/DL)
- Spring ISD (Taken care of at schools during arrival via Raptor system-using UH badge/TX ID/DL)
- Spring Branch ISD (Taken care of at schools during arrival via Raptor system using UH badge/TX ID/DL)

Background Check Procedures(Larger Districts)

Alief ISD(Need to fill out is the Criminal History Check-(*see website for CHC form)

Humble ISD (*Need to fill out CHC form-Attached)- (*see website for CHC form)

Cy-Fair ISD

Students will need to complete an application via our online applicant system (www.cfisd.net), which will initiate the background component of this process. They will also be required to complete an Observation Request Form which will be added to the attachment section of the application. **Background checks can take up to 3-5 days and your University letter will be sent as a follow up to attach and upload to document.** Completion of the application should be done with this in mind. Approval will be sent to the email provided on their application. (*will send with follow up recap notes from session)

Fort Bend ISD (*will send link with follow up recap notes from session)

1. Cut and paste this link to your internet browser <http://www.fortbendisd.com/Page/830>
2. Choose either New User or Returning User and select Criminal History Application
3. Complete all required information
4. For Position Preferences, choose **Student Observations**
5. Submit application

*Once the background check is complete, the student observer will receive an email notification of the clearance.

Houston ISD (*will send link with follow up recap notes from session)

When completing the application, please check the section: Vacancy Desired; it may already be pre-populated with Job ID: 15501- Student Observers. If the Vacancy Desired section is not pre-populated, then select Job ID: 15501- Student Observer. Under the section: Experience, input any sort of work/volunteer experience. It does not have to be teaching experience. The system will not allow you to submit your application without completing this section.

Student Observer Background Form:

<https://admin3.applitrack.com/houstonisd/onlineapp/JobPostings/view.asp?FromAdmin=true&ApplTrackJobId=15501>

Documentation

- Turn in log and reflection at the end of the semester
(*Dec 1st, 2015 in FH-160)
- Have someone at the campus sign your log each week before you leave
- **Take pictures of the log each week**

Q & A



Exit Procedure

- Put an asterisk(*) by your name if you are interested in serving as a group leader
- *Sign up and get contact information if participating in special projects
- **Remember PT rotation schedule (pdf version) is posted on COE's website**