

## Guidelines for Scheduling UH Students' Field Experiences

### Developing Teaching

We at the University of Houston's College of Education are very grateful for your willingness to support our future teachers. This document is intended to provide you with guidance for how to schedule UH students who will be conducting field experiences on your campus during their Developing Teaching semester.

We recommend that you schedule UH students to spend **50% OR MORE of the time that they are on your campus** engaged in the following kinds of field experiences:

1. Observing Multiple Different Teachers From Across Different Grade Levels Teach
2. Observing Students Learn
3. Observing Different Classroom's Physical Organization
4. Assisting With Teaching Whole- and/or Small-Group Lessons
5. Assisting in Providing Students With Feedback
6. Assisting Students With Completing In-Classroom Assignments
7. Assisting With Managing/Organizing The Physical Classroom Environment

We recommend that you schedule UH students to spend **35% OR LESS of the time that they are on your campus** engaged in the following kinds of field experiences:

8. Observing How Student Progress Is Documented and Communicated to Parents
9. When Appropriate, Assisting With Grading
10. When Appropriate, Attending Instructional Meetings (e.g., Grade Level Meetings)
11. When Appropriate, Assisting or Observing How Lesson Plans are Created
12. Working with a Student One-On-One

We recommend that you schedule UH students to spend **15% OR LESS of the time that they are on your campus** engaged in the following kinds of field experiences:

13. Assisting with Monitoring Students in Hallways
14. Shelving Books In the Campus Library
15. Assisting with Breakfast/Lunch Duties
16. Assisting with Bus Duty
17. Assisting with Conducting Clerical Duties (e.g., Making Xerox ®copies, filing, etc)

The UH students who you will be scheduling will have had, to varying degrees, some course work aimed at helping them fulfill some, or all, of the above recommended tasks. However, these students are not certified teachers. Therefore, any task that they are assigned and which includes working with students should be conducted in the presence of the students' cooperating teachers.

Please feel free to contact the Teacher Education Office if you have any questions, and once again, thank you for your willingness to help us grow future teachers.

