

Narragansett Schools

**Procedures for Approving Pre-Service
Placements**

February 21, 2008

The Purpose of This Procedure

Both undergraduate and graduate programs for educators require field experiences. Such experiences provide students with an understanding of school processes and structure and provide practice with facilitating instruction. The Narragansett Schools recognize the mutual benefits of these relationships but also understand the importance of ensuring that all pre-service educators have had background checks and that the number of pre-service teachers in each building is balanced.

Guidelines for Matching College and University Students to Field Placements

Requests will be processed at a central location. All field placement requests must be forwarded to the central office to the attention of the superintendent's administrative assistant. Whenever requests are made directly to the principal, the principal will redirect the request to central office. Together with the assistant superintendent, the requests, both in the form of an email and a copy of the field placement request form, will be forwarded to the appropriate principal. Once an appropriate placement is found, the form will be sent back to central office to be forwarded to the university contact.

Data on college and university students will be maintained at the central office. Once a request is made by the college or university contact, the administrative assistant will prepare a file folder for the college student and will attach the check-off sheet (see appendix) to this folder. This folder will include a copy of the original field placement request form and, eventually, copies of the signed forms and the background check.

Requests will be considered in a timely manner. University contacts are encouraged to submit requests together rather than in one-by-one. Each request form will be date stamped. It is expected that requests forwarded to principals will be returned within 1 week of this date. Final approval will be communicated to the university within 10 days of the date stamped.

Teachers will be solicited to serve as mentors prior to requests being made. Twice per year, in March and October, teachers will be solicited to serve as mentors/cooperating teachers. The assistant superintendent and building administrators will then discuss the appropriateness of these potential mentors, considering their years of experience and their prior experiences with student placements. In this way, potential mentors/cooperating teachers will be identified prior to requests so that such requests can be considered quickly.

Changes in placements will be communicated to all parties. Occasionally, college students may make changes to their courses resulting in a change in their placement. At other times, teachers may change assignments. Any changes to the field placements must be communicated to all parties, including central office.

Exceptions to this procedure will be made for specific programs. The URI mentor program places students in Narragansett Schools. Pairings are arranged through the NES assistant principal, while background checks are maintained by the Central Administrative Office of the School System.

Types of Field Placements

This list of field placements, to be used as a reference, will be updated periodically.

URI

| Course | Description | Semester | Duration |
|---|---|--|---|
| EDC 350 | Early Childhood Practicum | Spring, junior year | 3 hours per week, 10 weeks |
| EDC 484 | Early Childhood Student Teaching | Fall, senior year | Full Semester, September – December, full time |
| EDC 454 | Elementary Individual Differences Field Experience | Fall, junior year | 3 hours per week, 10 weeks |
| EDC 459 | Elementary Practicum I | Spring, junior year | 3 hours per week, 10 weeks |
| EDC 460 | Elementary Practicum II | Fall, senior year | 1 full school day per week for a minimum of 60 hours (10 weeks) |
| EDC 484 | Elementary or Music Student Teaching | Spring, senior year | Full Semester, January – May, full time (13 weeks) |
| EDC 400 | Middle School | Fall or Spring, junior year | 30 hours |
| EDC 415 | Secondary – urban | Fall or Spring, sophomore or junior year | 21 hours |
| EDC 431 | Secondary Practicum | Fall, senior year | 40 hours |
| EDC 484 | Secondary Student Teaching | Spring, senior year | Full Semester, January – May, full time (13 weeks) |
| KIN 305 | PE Methods - Elementary | Spring | 44 hours |
| KIN 314 | PE Methods – Secondary | Fall | 44 hours |
| EDC 486 | PE Elementary Student Teaching | | 8 weeks (240 hours) |
| EDC 487 | PE Secondary Student Teaching | | 8 weeks (240 hours) |
| LSC 520 | Library Media Practicum | Fall (final fall semester) | 15 weeks |
| LSC 596 | Library Media Elementary | Spring (final semester) | 5 weeks |
| LSC 596 | Library Media Middle or High School | Spring (final semester) | 5 weeks |
| PSY 670-0001 | School Psychology Practicum | | |
| PSY 670-007 | School Psychology Internship | | |
| PSY 544, PSY 661, PSY 663, PSY 668, PSY 690 | School Psychology classes that require clinical hours | Fall and Spring | Total of 400 |

Checklist for Field Placements

| Event | Date | Notes |
|--|------|-------|
| Field Placement Request Received at CO | | |
| Form Forwarded to School and Email Sent to Principal (cc Assistant Superintendent) | | |
| Form Received at CO | | |
| Final Approval by Assistant Superintendent | | |
| Form Returned to College/University | | |
| Background Check Received | | |
| Confirmation Email Sent to Teacher (cc Principal and Assistant Superintendent) | | |
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| Dates for Placement | |
| Classroom / School | |
| Field Experience Details (Indicate if this is for student teaching, practicum, or another course) | |