



# Post-Baccalaureate Teacher Education Field Experience Overview 2011-2012

## FOR STUDENTS COMPLETING IN-PERSON FIELD EXPERIENCES IN ARIZONA

(Out-of-State Students refer to the next page)

### **IMPORTANT FINGERPRINT INFORMATION :**

The Legislature of the State of Arizona recently revised ARS 2566, Section 15-534, to read:

- G. Any person who participates in a Teacher Preparation Program that is approved by the State Board or any person who is contracted by this state, by a school district or by a charter school to provide tutoring services shall obtain a fingerprint clearance card pursuant to this section before the person participates in field experience in which services will be provided directly to pupils.

Students completing in-person field experiences in Arizona must have an Identity Verified Prints (IVP) fingerprint clearance card on file with the Rio Salado College Teacher Preparation Program before requesting field experience placement. Without a valid and current IVP fingerprint clearance card on file, Rio Salado personnel cannot confirm your field experience placement, and your progress in the program will be delayed.

\* In-state students need to provide Rio Salado a copy of their valid IVP fingerprint clearance card **prior** to requesting a field experience placement. If you have not obtained an Identity Verified Prints (IVP) fingerprint clearance card, please apply for one immediately. It takes approximately 7-9 weeks to receive your fingerprint clearance card from the Arizona Department of Public Safety (DPS). Submit your application immediately (if you have not already). **Please note: Rio Salado Teacher Education Staff are required to enforce this new mandate. Rio Salado will not place you without a fingerprint clearance card on file, no exceptions.**

All in-state students will also need a valid IVP fingerprint clearance card issued by the Arizona Department of Public safety when applying for an Arizona teaching certificate.

To obtain an application packet for an Arizona Fingerprint Clearance Card, please contact the Arizona Department of Public Safety (DPS) by phone, fax or mail:

**DPS by Phone or Fax:** (602) 223-2279 (Phone) **or** (602) 223-2947 (Fax)

**DPS by Mail:** Applicant Clearance Card Team  
Arizona Department of Public Safety  
2320 North 20th Avenue  
Phoenix, AZ 85005-8390

### **Once you receive your (IVP) fingerprint card you will need to do the following:**

1. Make **TWO** enlarged copies of your card. **COPY BOTH SIDES OF THE CARD FRONT AND BACK.** If the back of the card is not included, your submission will be incomplete and will not be processed, you will need to resubmit.
2. In the presence of a notary, write on each copy: "I certify that this is a valid copy of my current fingerprint clearance card" and sign your name. Please note the notary will be notarizing your signature to verify you are the same person named in the card.
3. Write the last four digits of your Social Security Number next to your signature, and your full student ID number. If the name on your (IVP) card appears differently than

- what you are registered for courses through Rio Salado, you will need to include appropriate documentation showing this name change. ( i.e. Marriage certificate)
4. **Fax one copy directly to the Teacher Education Department at 480-377-4713, attention: Fingerprints.**
  5. **Submit the second copy with your Level II Formal Admission Packet.** This separate copy must be included in your formal admission packet or your application will be incomplete. Program admissions and Teacher Education are two separate departments and both must be provided their own copy to process.

### **FOR OUT-OF-STATE STUDENTS COMPLETING IN-PERSON FIELD EXPERIENCES**

Out-of-State students will need to provide appropriate documentation from their home state indicating they have followed the fingerprinting/background check procedures for that state. Students can fax a notarized copy of their state fingerprint/background check documentation to the Teacher Education Department.

If their home state does not require a fingerprint/background check or if the state/school district holds the records necessary to document fingerprint/background clearance, Rio Salado will only accept the following fingerprint/background verification form as valid fingerprint documentation for out-of-state students.

Download the form at: ([www.riosalado.edu/Documents/outofstateform.pdf](http://www.riosalado.edu/Documents/outofstateform.pdf)). Once you download the form you will need to do the following:

1. Take the form to the school district with which you wish to complete your field experience. Please note this is a legal document and should **ONLY** be filled out by a School District official or Private/Charter school director/administrator. Any misleading information on this form will result in your removal from Rio Salado College's Teacher Preparation Program.
2. In the presence of a notary, print your name, sign, and date the form. The notary will be notarizing your signature to verify you are the person on the form.
3. Fax the completed and notarized form directly to the Teacher Education Department at 480-377-4713. We will not accept a placement request without receiving this form prior to your field experience request, **no exceptions**. If the name on your form appears differently than what you have registered for courses through Rio Salado, you will need to include appropriate documentation showing this name change (i.e. Marriage certificate)
4. If you wish to switch districts or states for placement you will need to fill out a new form.
5. **Submit the second copy of your form with your Level II Formal Admission Packet.** This separate copy must be included in your formal admission packet or your application will be incomplete. Program Admissions and Teacher Education are two separate departments and both must be provided their own copy to process.

**NOTE:** If you plan on obtaining an Arizona teaching certificate after completing Rio Salado College's program to transfer through reciprocity, the State of Arizona requires you to obtain an Arizona Identity Verified Prints (IVP) fingerprint clearance card in addition to your residing state fingerprinting/background requirements.

To obtain an Application Packet for an Identity Verified Prints Arizona (IVP) Fingerprint Clearance Card, please contact the Arizona Department of Public Safety (DPS) by phone, fax or mail:

**Street Address:** Applicant Clearance Card Team  
Arizona Department Public Safety (DPS)  
2320 North 20th Avenue  
Phoenix, AZ 85005

**DPS by Phone or Fax:** (602) 223-2279 (Phone) (602) 223-2947 (Fax)

### **Field Experience Request Policies for all students:**

- Prior to requesting a field experience, all students must obtain an IVP fingerprint clearance card (Arizona) or fingerprint/background clearance (out-of-state).
- Rio Salado cannot place any student in an in-person field experience without verification of fingerprint/background clearance. We will not accept a field experience request without documentation on file. Out-of-state students must provide appropriate documentation from the state they will be completing the in-person field experience in, indicating they have followed the fingerprinting/background check procedures for that state
- All field experience requests must be coordinated through Rio Salado College Outreach Specialists. Students are required to contact a Rio Salado College Outreach Specialist **before** beginning any in-person field experience hours to receive placement approval. Field Experience Coordinator (480) 517-8140
- In order to respect policies and procedures in place with our partnering districts/schools any placement not coordinated through Rio Salado will not count as a field experience placement--even if the student currently works at the school, is a Teacher In Residence, is Emergency certified, etc.
- Students are required to provide Rio Salado with three (3) schools you would like to complete your field experience at and include any additional information that will affect the placement. Students may also suggest a teacher. Please note that districts/schools also partner with other institutions for field experience and student teaching placements. Therefore, the requested school and teacher may not be available. If a district/school denies a placement, **students MUST accept this decision. This decision is final and will not be discussed further. Rio Salado will automatically move on to the student's alternate choice.** Rio Salado will work the three (3) schools in the order of preference provided in the original placement request. Remember, many districts have schools with the same names, so it is the student's responsibility to identify the correct schools they desire to be placed with. If by the 3<sup>rd</sup> choice there is no availability, students will **BE REQUIRED** to accept any placement that the 3<sup>rd</sup> choice district has available. **Students must honor and accept the field experience placements that have been approved.**
- Remember, as a Rio Salado College student you are a guests in the districts/schools. Therefore, all placement decisions made by district/schools are **final**. If a student refuses to accept the placement, the student will forfeit the placement, will **NOT** be placed at another choice, and will fail the course. The student also jeopardizes the ability to select a district/school in the future. All forfeits will be documented.

- Rio Salado needs a **minimum of 21 business days** to arrange placement. Students should request the field experience placement **no later than lesson 3 of their field experience course**. Rio Salado recommends contacting the Outreach Specialist during the first week of class to ensure enough time to fulfill the placement.
- Students will be notified by Rio Salado e-mail of any specific instructions/requirements from the district/schools. These instructions/requirements must be completed in order to receive placement and are the sole responsibility of the student to complete. If students do not follow through with the instructions/requirements, the district/school will remove the student from the placement.
- If students experience a delay or any problems after having been placed, they should contact the Outreach Specialists immediately at 480-517-8140 so Rio Salado can try to resolve the issue.
- If there is a delay in field experience placement, an Outreach Specialist can help with appropriate arrangements. However, students must have requested the field experience placement no later than Lesson 3 of the course.
- If any student withdraws from a field experience course, after beginning the field experience request process, the student **MUST** notify the Outreach Specialist at 480-517-8140. Failure to notify our office of the withdrawal from courses may result in future field experience placements being made at the discretion of the Outreach Specialist at which time the student will not be allowed to request specific placement choices.
- Students **cannot** overlap or use the same hours for two different field experiences. Please ensure that all field experience hours are annotated for the specific field experience you are doing. Do **NOT** mix the hours or use the same hours for two different classes. **If you violate this policy you will be asked to redo your entire field experience.**

#### **Field Experience Availability:**

- **Level I and II method courses with field experience hours will NOT be offered during March - May.**
- Schools/districts are not available the week before or after winter break and spring break.
- Schools/districts are not available the last two weeks of the regular school year
- It is the student's responsibility to verify the academic calendar of the school/district for in-person field experience availability. Please plan accordingly.
- To a look at school districts in your area of interest, link to the following: [http://www.phoenixs-realestate.com/phoenix\\_schoolmap.html](http://www.phoenixs-realestate.com/phoenix_schoolmap.html) . At each of these sites you will need to search by city or district.
- For detailed information about specific charter or private schools in your area of interest, click on: <http://www.greatschools.net/modperl/go/AZ> . *At each of these sites you will need to search by city or district*



## Post-Baccalaureate Teacher Education Field Experience Overview 2011-2012

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The Rio Salado College Online Teacher Preparation Program has a critical component embedded in the program. As a part of most of the coursework (see next page for specifics), the teacher candidate must complete a field experience where practical, hands-on classroom experience is provided; this is in addition to the culminating student teaching experience at the end of the student's program. We believe that to become an effective teacher one needs to do more than read and process information about teaching. An example of this concept is to try to imagine teaching someone how to ride a bicycle by having them read about it. Until you actually get on the bike and practice, you will not be able to perform this function effectively.

Each course requires a different number of field experience hours, ranging from 3 hours to 30 hours. Regardless of how many hours are required per course, most field experience experiences will have three components: observation, one-on-one tutoring and personal reflection. Many will have a fourth component, teaching in the classroom. The focus of each field experience will vary depending on the objectives of the course. Students must request field experience placement with a Rio Salado College Field Experience Coordinator in lesson one of each course. However, students must complete three course lessons before beginning field experiences. The beginning teacher education courses have more emphasis on observing students in the class, while the focus in the methods courses is more directed to teaching. The Mentor Teacher must document each of these field experience components (forms will be provided for this purpose). Rio Salado College will place students in a field experience setting if they live within Maricopa County. If requesting placement outside the county or country, it is the student's responsibility to locate a school and/or teacher and provide a contact name and number to the Outreach Specialist. The site will then be researched and reviewed to assure it meets acceptable standards for approval and acceptance by Rio Salado College.

### **Classroom Observation & Personal Reflection**

The teacher candidate will observe the classroom and get a "sense" of the classroom culture. Each course will have an outline with specific components to observe and record information related to the specific course competencies.

At the completion of the field experience component the teacher candidate will reflect on the experience. The reflection will focus on how the field experience enhanced or changed the thinking of the teacher candidate.

**(Current teachers cannot observe own classroom.)**

### One-on-One Tutoring

Teacher candidates will tutor students one-on-one under the direction of the Mentor Teacher: this can be performed in a small group of 2-3 students or only one student. (A teacher or teacher's aide may tutor in own classroom.)

### Teaching Class

The final portion of the field experience will involve delivering a lesson and receiving feedback from the Mentor teacher (A teacher or teacher's aide may teach in own classroom).

**NOTE: This component is not required for Level I course work**

The hands-on classroom experience throughout the program will provide the student with opportunities to gain the skills necessary to help become a premier teacher. The number of in-person field experience hours will vary.

Rio Salado College's online Teacher Preparation "Virtual field experiences" are professional videotapes of actual live classroom experiences that demonstrate significant classroom techniques critical for students to learn that may not be available during field experiences or student teaching experiences. Virtual field experiences help meet the critical need for providing teacher education candidates with as much experience as possible in situations directly related to school-based field experience settings for which they will be held accountable upon being certified to teach. They model effective teaching strategies, and have resulted in excellent student learning through relevant and useful classroom experiences.

Below is a chart of courses identifying the field experience hours required.

| Course  | Field Experience hours required | In-person Field Experience hour details   |
|---|---------------------------------|---|
| <b>Elementary/Secondary/Special Education/K-12 Arts</b>   |                                 |   |
| EDU220: Intro to Serving Eng. Lang Learners (ELL) ( <b>Virtual Field Experience</b> )                             | 10                              | Virtual Field Experience  |
| EDU222: Introduction to the Exceptional Learner   | 25                              | 12 hrs observation, 13 hrs tutoring   |
| EDU270: Learning and the Brain  | 0                               | None  |
| EDU270AA: Elementary Reading/Decoding   | 10                              | 5 hrs observation, 5 hrs tutoring   |
| EDU271: Phonics Based Reading and Decoding ( <b>Virtual Field Experience and tutoring of young age children</b> ) | 10                              | Virtual Field Experience and tutoring of young age children                       |
| EDU272: Educational Psychology  | 0                               | None  |
| EDU276: Classroom Management  | 25                              | 12 hrs observation, 13 hrs tutoring   |
| EDU285AA: Education Program Seminar   | 0                               | None  |
| EDU287AA: Master Teacher Meetings   | 0                               | None  |
| <b>FORMAL ADMISSION REQUIRED FOR COURSES LISTED BELOW</b>   |                                 |   |
| EDU223AA: Emotional Disabilities in the Classroom   | 10                              | 5 hrs observation, 3 hrs tutoring & 2 hrs teaching {1 lessons includes prep time} |

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|---|----|--|
| EDU223AB: Learning Disabilities in the Classroom  | 10 | 5 hrs observation, 3 hrs tutoring & 2 hrs teaching {1 lessons includes prep time}                          |
| EDU223AC: Mild and Moderate Mental Retardation in the Classroom ( <b>Virtual Field Experience</b> ) | 10 | Virtual Field Experience   |
| EDU223AD: Physical and Other Health Impairments in the Classroom                                    | 10 | 5 hrs observation, 3 hrs tutoring & 2 hrs teaching {1 lessons includes prep time}                          |
| EDU223AF: Assessment in Special Education   | 5  | 2 hrs observation, 3 hrs tutoring  |
| EDU226: Methods in Special Education (Cross Categorical Placement)                                  | 30 | 10 hrs observation, 10 hrs 1-1 tutoring, 7 hrs small group tutoring, & 3 hrs teaching {includes prep time} |
| EDU251: Methods of Teaching the SEI/ESL Student ( <b>Virtual Field Experience</b> )                 | 20 | Virtual Field Experience   |
| EDU260AB: Art Methods and Curriculum Dev. for Secondary   | 20 | 10 hrs observation, 8 participation, and 2 hrs teaching {includes the prep time}                           |
| EDU263AB: Music Methods and Curriculum Dev. for Secondary   | 20 | 10 hrs observation, 8 participation, and 2 hrs teaching {includes the prep time}                           |
| EDU270AB: Secondary Reading and Decoding ( <b>Tutoring of a 7-12 grade student</b> )                | 10 | 10 hours of tutoring a 7-12 grade student  |
| EDU274: Understanding Adolescent Behavior in the Classroom  | 20 | 5 hrs observation, 11 hrs participation & 4 hrs teaching {2 lessons includes prep time}                    |
| EDU284: Dynamic Teaching in the Secondary School ( <b>Virtual Field Experience</b> )                | 20 | Virtual Field Experience   |
| EDU285AC: Education Perspectives  | 0  | None   |
| EDU287AC: Master Teacher Seminar III  | 0  | None   |
| EDU289: Secondary Methods and Curriculum Development  | 0  | None   |
| EDU289AA: Secondary Social Studies Methods and Curriculum Development                               | 20 | 5 hrs observation, 11 hrs participation & 4 hrs teaching {2 lessons includes prep time}                    |
| EDU289AB: Secondary Mathematics Methods and Curriculum Development                                  | 20 | 5 hrs observation, 11 hrs participation & 4 hrs teaching {2 lessons includes prep time}                    |
| EDU289AC: Secondary Science Methods and Curriculum Development                                      | 20 | 5 hrs observation, 11 hrs participation & 4 hrs teaching {2 lessons includes prep time}                    |
| EDU289AD: Secondary English Methods and Curriculum Development                                      | 20 | 5 hrs observation, 11 hrs participation & 4 hrs teaching {2 lessons includes prep time}                    |
| EDU289AE: Secondary Methods and Curriculum Development in Special Topics                            | 20 | 5 hrs observation, 11 hrs participation & 4 hrs teaching {2 lessons includes prep time}                    |
| EDU290: Science Methods and Curriculum Development  | 20 | 10 hrs observation, 6 hrs tutoring, & 4 hrs teaching {2 lessons includes prep time}                        |
| EDU293: Math Methods and Curriculum Development   | 20 | 10 hrs observation, 6 hrs tutoring, & 4 hrs teaching {2 lessons  |



