

GUIDELINES FOR FIELD EXPERIENCE

Making professional contacts is an important part of building your career in TESOL. During your studies with S-TESL, you have probably observed and/or worked with ESOL teachers. Teachers are busy professionals and taking on a student teacher takes time. Be mindful that the cooperating teacher is doing this to help you grow and develop as a teacher, but that the teacher is not receiving any compensation. Respect that and show appreciation. In the future, you can carry on this tradition when you have your own classroom.

Reminders:

1. Every contact may lead to something else
2. You are representing the School of Teaching ESL. – dress and behave appropriately.
3. The observation of classroom teachers is serious business; it should not be approached casually.
4. Learning how to observe in a manner acceptable to all parties takes time, careful reflection, personal tact, and creativity.
5. An assistant is a guest in the teacher's and the students' classroom and is there thanks to the goodwill of the cooperating teacher.
6. An assistant's purpose is not to judge, evaluate, or criticize the classroom teacher, or to offer suggestions, but simply to learn through participating in the classroom.

Procedures for setting up the field experience:

1. Contact the cooperating teacher or the program coordinator for a brief orientation to the class.
2. Plan to arrive in the classroom a few minutes ahead of time so you can discuss the day's plans with the teacher.
3. If something unexpected comes up and you are not able to attend a class at the agreed-upon time, you need to notify the classroom teacher as soon as possible. It is your responsibility to keep the classroom teacher informed.
4. Follow the cooperating teacher's lead.
5. At the end of the field experience, show your appreciation to the teacher and the students.

Adapted from: Richards & Lockhart, *Reflective Teaching in Second Language Classrooms* (Cambridge, 1994)

Field Experience: Addendum to TESOL Certificate Application

Field Experience is required for all students applying for a 12 credit TESOL certificate.

FIELD EXPERIENCE FAQs

1. Does S-TESL help students find a field experience position?

S-TESL cannot place you, but the school maintains a list of community contacts. During your studies, you may have developed contacts that you can use. If you have questions, please contact the Exec. Director, George Rowe at roweg@spu.edu.

2. Will my certificate state that I have completed this field experience?

Not directly on the certificate, but students who have completed the field experience will receive a verification form from the host teacher. In addition, students will receive a letter of verification from the director when the certificate is processed.

3. How will this experience help me?

You will gain practical classroom skills that will help you build experience for your resume. You will make local contacts that can help you network.

4. Can I split this experience between two or more settings?

No. The goal is to maximize your experience in a single classroom setting.

5. Is there a deadline for completion of the field experience?

Yes. Field experience must be completed within one year of completion of S-TESL studies.

6. I had experience in an ESOL class before I began studying at S-TESL. Does this count?

No. This field experience must be completed during the TESOL program or within one year of completion of your certificate studies. Experience prior to the start of TESOL studies does not meet this requirement.

7. I studied at S-TESL several years ago. Must I apply for this?

No. This policy began Fall Quarter 2013 and does not apply to those who completed studies earlier.

8. I've just completed the coursework required for my certificate. Can I apply for my certificate now and then submit the field experience documents at a later date?

No. We will only accept the certificate application and field experience documents at the same time. If you require proof of course completion before you've completed field experience requirements your transcript is often adequate verification.



Dear Colleague:

School of Teaching ESL (S-TEFL) TESOL students are required to complete a minimum of six hours of field experience as part of the 12 credit TESOL Certificate training. In this experience, the TESOL student has the opportunity to apply knowledge and skills learned in the training program. This practical classroom experience will benefit the student when looking for future teaching opportunities.

Thank you very much for accepting a student from our program as a classroom assistant. Field experience is an important component of teacher education and by allowing a student to be involved with your class you are making an important professional contribution to the field of ESL.

If you have questions or concerns, please feel free to contact me.

Sincerely,

George Rowe

Executive Director

roweg@spu.edu



THE SCHOOL OF TEACHING ESL FIELD EXPERIENCE VERIFICATION FORM

Completed by the ESOL Classroom Teacher/Supervisor
Return to the TESOL student

Section A. Field Experience Description

I hereby state that _____ has completed at least _____ hours in my ESOL classroom as an observer, assistant, and/or teacher.

Your Name and Title: _____
(print)

Institution: _____

Classroom Setting: _____
(student population, class meeting schedule)

Dates of field experience:

Start Date: _____ End Date: _____

Signature: _____ Date: _____

Email address: _____

Section B. Tasks Completed by the TESOL Student.

During the six hours in this classroom, the above-named person completed the following tasks. Check all that apply.

- | | | |
|---|---|---|
| <input type="checkbox"/> Led small group activities | <input type="checkbox"/> Conducted assessments | <input type="checkbox"/> Created lesson plans |
| <input type="checkbox"/> Asst'd with administrative tasks | <input type="checkbox"/> Led whole class activities | <input type="checkbox"/> Created classroom material |
| <input type="checkbox"/> Other _____ | | |

(over)

Field Experience: Addendum to TESOL Certificate Application

Section C. **Please use this space for comments (appreciated, but not required).**

Thank you for your support of teacher education. Please return this completed form to the TESOL student.



THE SCHOOL OF TEACHING ESL FIELD EXPERIENCE REFLECTION SHEET

Name _____

1. Describe the setting for your field experience. Include the name of the institution, the student population, and the time frame of your experience (e.g. 1 hour/week for 10 weeks).
2. Why did you choose this particular setting? Was this a setting that was familiar to you or was it new?
3. Briefly summarize your responsibilities during your field experience.
4. Describe a challenging situation in your field experience. What did you learn from this experience? (100-200 words)
5. What was most valuable about the field experience? (150-250 words)

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6. Identify three future goals to improve your teaching knowledge and/or skills.

7. What advice do you have for future students completing the field experience?

8. What advice do you have for the School of TESL regarding the field experience component?