

# Field Experiences Checklist of Activities

## DIRECTIONS FOR FACULTY

Updated: 6/14/2019

**Rationale:** In alignment with accreditation standards for teacher preparation programs, candidates are expected to complete a logical progression of clinical experiences that are connected to coursework and that prepare them to teach in P-12 classrooms. To facilitate this, faculty have collaboratively worked to develop the Field Experiences Checklist of Activities. **PLEASE READ THIS DOCUMENT CAREFULLY.**

- 1. How am I supposed to use these Checklists with my regular clinical course activities?**
  - The activities on this list DO NOT take the place of course assignments; rather, this list supplements course assignments to provide candidates a well-rounded field experience aligned to standards and coursework.
  - Course activities assigned by the course instructor should be the first priority for all candidates.
  - Field Experience Checklists of Activities are scaffolded and increase in complexity as candidates move through the program of study. Faculty are asked to review the checklists designated for your courses for familiarity of content.
- 2. How are the Checklists designed to work?**
  - The checklists are intended to be used in order once a candidate is admitted to the program; for example, candidates complete Checklist 1 in Semester One, Checklist 2 in Semester Two, etc. However, checklists may be “flexed” with instructor permission: candidates may repeat a checklist in a different placement or skip a checklist if necessary. Candidates completing one course at a time may inquire about completing fewer activities if appropriate. Candidates are responsible for ensuring they are completing the correct checklist as assigned by their course instructor.
- 3. How do I know which Checklist is used with my course?**
  - Each program has a Program Overview chart specifying clinical progressions, assessment activities, and the assigned Field Experiences Checklists. Each Checklist also includes the courses aligned to that specific Checklist (see page 2). These charts have been created for consistency among faculty. Please review them. The Office of School and Community Partnerships will use this information in making placements for students.
- 4. What if some of the activities are very similar to my clinical course assignments?**
  - That’s okay! The activities were designed to align to course standards and content. It is conceivable that some of the activities overlap.
- 5. How were the Checklists developed?**
  - Faculty redesign committees have been working on the Checklist content for many months. Versions have also been shared in various forms for feedback from department faculty. Feedback has also be solicited from the COED P-12 Advisory board on the activities.
- 6. Should I grade students on completing the Checklists?**
  - Yes, faculty are asked to assess candidates on Checklist completion. It is up to each individual faculty member to determine how the assessment is graded in the course.
- 7. Do students turn in the Checklists in Taskstream?**
  - Yes. All candidates will submit TWO FORMS at the end of each semester in the Taskstream Field Experiences portfolio at the end of the semester AND in Canvas as indicated by the instructor.
    - The Field Experiences Activity Checklist
    - The School Experiences Attendance Log (*not applicable to Residency candidates*)

Directions for accessing the Field Experiences portfolio are available from the COED Taskstream Enrollment codes website: <https://education.uncc.edu/resources/taskstream-information/enrollment-codes>).

**8. Can the Checklists be changed?**

- We will solicit faculty feedback on the checklists at the end of each spring semester, with the intent of making updates each summer. The intent of the Checklists is to have a consistent set of field experiences for all candidates. If you need to make minor adjustments during 2019-2020, please make note of these and share this information with us when asked.

**9. Where can my students find the Checklists?**

- The Checklists and the Program Overview Charts will be located on the Office of School and Community Partnerships website (<https://osacp.uncc.edu/clinicals/mdsk-field-experiences-checklist>). Faculty may create links directly to these documents for use on Canvas as needed.

**10. Do Residency candidates complete the Checklists, even though they are “teachers of record” in their classrooms?**

- Yes. In some programs, Residency candidates have their own Checklist, but all Residency candidates complete Checklists. See the OSCP website for specific details.