**Field Experience Checklist**

**Students may be registered for 7 week term classes or 14 week full semester classes**

### WEEKS 1-2 7 WEEK & 14 WEEK CLASSES

**Pre-service teacher contacts administrator and supervising teacher**
- Pre-service teacher contacts the administrator of the school and follows procedures on how to contact supervising teacher.
- Pre-service teacher meets with supervising teacher to review how many hours will need to be earned for the 7 week term or 14 week semester (15 hours per class, pre-service teachers may take up to 3 classes per 7 week term or up to 6 for the 14 week term)
- Pre-service teacher and supervising teacher determine a schedule for the 7 week term or 14 week semester
- Pre-service teacher reviews syllabi and syllabi addendum of assignments with supervising teacher

### WEEKS 2-3 7 WEEK & 14 WEEK CLASSES

**Pre-service teacher begins determined schedule**
- Pre-service teacher begins the determined schedule
- Pre-service teacher reviews syllabi addendum/assignments with supervising teacher

**Observation & interaction**
- Pre-service teacher observes and interacts with class guided by the supervising teacher

### WEEKS 4-5 7 WEEK & 14 WEEK CLASSES

**Observation & interaction**
- Pre-service teacher observes and interacts with class guided by the supervising teacher
- Pre-service teacher reviews syllabi addendum/assignments with supervising teacher

**Track Progress**
- Supervising teacher reports any concerns or issues to DSC Clinical Supervision Team Member-Martin Goldys goldysm@daytonastate.edu or Margie Hensler henslem@daytonastate.edu

**DSC Information request**
- DSC Clinical Supervision Team sends Supervising Teacher Information form to Supervising Teacher (information is kept on file at DSC for data collecting purposes)
- Supervising teacher completes form and submits electronically to DSC Clinical Supervision Team Member
- Form does not need to be completed if Supervising Teacher has hosted a DSC Bachelor's of Education student in the past and has submitted completed form to DSC

### ADDITIONAL INFORMATION

**Questions, concerns, suggestions**
- If Supervising teacher has issues or concerns regarding the DSC pre-service teacher, he or she should contact the school administrator and a member of the DSC Clinical Supervision Team immediately
  - Martin Goldys goldysm@daytonastate.edu 386-506-3464
  - Margie Hensler henslem@daytonastate.edu 386-506-3487
- Feedback regarding the program is also welcome, please send to one of the above DSC Clinical Supervision Team Members

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DSC Clinical Supervision Team 8/10