



College of Health, Education, and Human Services



Teacher Candidate Handbook For Phase 1 Teacher Candidates

ED 2650, ED 2750, EDS 7200

Office of Partnerships & Field Experiences

120 Millett Hall

937-775-2107

cheh-opfe@wright.edu

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Office of Partnerships and Field Experiences
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2025-26 Academic Year

Dear Teacher Candidate,

Congratulations on entering into this field experience phase of your Teacher Education Program at Wright State University! This is the phase during which you will answer the essential question, "What does it mean to be a teacher?"

The goal of these early field experience courses is to provide you with an opportunity to develop in your professional skills and to help prepare you for your future role of educator. This handbook contains important information to your success; it is important that you read this information and use it as a guide.

We wish you the best as you proceed through this phase of your program. We will do our best to offer a traditional field experience, but we expect your flexibility as we navigate the semester. You will need to follow all policies and procedures of your assigned placement school. If you have ANY questions or concerns, please contact our office and we will work to answer your questions and support you to the best of our ability.

Thank you for choosing Wright State University and representing the University positively as you work in the field!

Sincerely,

The OPFE Team

The Office of Partnerships and Field Experiences (OPFE) Office Information

Location: 120 Millett Hall

Phone: 937-775-2107

Email: cheh-opfe@wright.edu

Mission Statement:

To develop quality professionals who are engaged with the communities we serve through mutually beneficial partnerships and diverse field experiences

Administration:

Director: Tracey Kramer, Instructor of record, oversees all field supervisors & requirements
tracey.kramer@wright.edu, (937) 775-2995

Assistant Director: Amy Elston, Coordinates and maintains partnership district relationships
amy.elston@wright.edu, (937) 775-4473

Administrative Support Coordinator: Cyndi Parsons, Ensures smooth day-to-day operation of OPFE
cyndi.parsons@wright.edu, (937) 775-4942

Program Coordinator: Michael Sumpter, Assists with placement coordination
michael.sumpter@wright.edu, (937) 775-3954

Program Coordinator: Miranda Leavitt, Assists with affiliation agreements
miranda.leavitt@wright.edu, (937) 775-3458

Student Employees

We have an amazing support staff in the form of student employment in OPFE. Sometimes these students will email on behalf of OPFE. All OPFE student employee emails will come from a generic account beginning with pfe. Please read and reply to these emails. For all questions about your field course, email the OPFE Director.

Note: *WSU policy requires all email correspondence to occur only through the WSU email account. OPFE will not respond to outside emails except to redirect you to contact us through your registered WSU email address.*

Office Hours: We plan to staff the office M-F from 8:30-5:00 PM but may need to close the office at times. You may always call or email before dropping by. Appointments may be scheduled as well.

Watermark Student Learning and Licensure (WMSLL): WSU's Electronic Web-Based Assessment System

- WMSLL is used by OPFE to keep track of: Attendance, Placements and Supervisors, and Assessments / Evaluations
- You may contact OPFE for WMSLL and related topics, such as completing a field application, completing time logs and other assignments, helping your cooperating teacher log on for assessments.

GoReact: A cloud-based video feedback system used by OPFE in phase 2 and 3 to gather evidence of performance in placement via video recordings.

PLEASE NOTE & USE THESE TERMS CORRECTLY:

Field Experience: All placements in schools until candidate's final semester.

Phase 1- early field experiences; some programs have two of these

Phase 2- indicates taking an educational methods class or two while in the field

Phase 2YL- indicates taking an educational methods class while in the field, YL= Yearlong, will be in same setting in the spring

Phase 3- Student Teaching, Candidate's FINAL experience only, full time work

Field Placement Applications

Candidates **MUST** complete the online application by the appropriate term's deadline. This notifies the Office of Partnerships & Field Experiences (OPFE) to secure a field placement site for you, along with eliminating possible registration difficulties. Candidates who submit the application on time and meet the requirements will receive first consideration. All applicants who submit after the deadline will be considered on a case-by-case basis. **Late applicants are not guaranteed a placement.** Candidates are notified via email of their application acceptance. Placements are posted on Watermark Student Learning and Licensure (WMSLL) via Pilot closer to the actual term.

Anticipated Term	Application Due:
Fall Semester	Always January 15 th (during prior spring term)
Spring Semester	Always September 15 th (during prior fall term)

Please do not wait until the last minute to submit your online application request for a field assignment. You must submit a new application for each field experience. The only time this does not apply is for final yearlong student teaching experiences. This is noted as one application for the entire yearlong placement.

USE this link for the Dayton Campus: <https://forms.office.com/r/NV8zPvmhER>



Placement Procedures/Policy

OPFE arranges all placements in conjunction with and at the recommendation of school district administrators.

- Candidates are not permitted to arrange their own placements.
- OPFE places candidates within an approximate 30-mile radius of Dayton campus.
- When possible, OPFE takes into consideration a candidate's current address of residence on file with OPFE
 - If a candidate wishes to request a change in placement, the candidate must complete a "Request for Field Experience Reassignment" form. This form may be obtained by emailing the OPFE Director.
- Candidates may be required to complete specific requests, unique to particular school sites, to be approved for placements. Examples include but are not limited to: taking copies of background checks to the school, completing a physical examination, and taking and passing a drug screening.
- OPFE must have a current affiliation agreement on file with a school district to allow placement. We place candidates in over 80 different school districts. We have unique formal partnerships with 9 school districts that focus on collaborative endeavors, in addition to placements.
 - **Formal Partnerships:** Bellbrook-Sugarcreek Schools, Dayton Public Schools, Dayton Regional STEM School, Fairborn City Schools, Milton-Union Exempted Village Schools, Huber Heights City Schools, Trotwood-Madison City Schools, Troy City Schools, West Carrollton City Schools
- Accommodations recommended by The Office of Disability Services (ODS) may be made for teacher candidates who have a documented disability and are registered with ODS. It is the responsibility of the candidate, with a documented disability, to disclose to OPFE if there are any special circumstances that need to be considered BEFORE the Field Experience begins.
- We strive to place teacher candidates in a variety of school settings, considering demographic and geographic characteristics of schools. ([See ODE's Typology of School Districts.](#)) To give all teacher candidates an array of formal supervised field experiences in various settings, candidates will be placed in a minimum of **three different** settings for the duration of their education preparation journey at WSU. Educator preparation faculty encourage candidates to take advantage of this policy and to embrace the plan of three different settings. If candidates seek to return to a prior field setting for a final student teaching experience, candidates must have fulfilled the requirement of attending three different school settings in the semesters prior to the yearlong or student teaching experience.
 - Elementary education candidates may choose to take the optional ED 2750 field course to achieve 3 different settings prior to the yearlong or student teaching experience.
 - All other program candidates may take ED 2750 again, as a repeatable course, to achieve 3 different settings prior to the yearlong or student teaching experience.
- We will not place candidates in...
 - Schools/Districts where the candidate attended within the past 10 years.
 - Schools/Districts where family members/personal friends of the candidate currently attend or work.
 - Schools where candidates completed a prior field experience (unless 3 different settings are documented from prior experiences).
 - Schools/Districts where the candidate solicits his/her/their own placement.
- Candidates with exceptional circumstances may email the Director of the Office of Partnerships and Field Experiences to request an appeal form asking for an exception to the placement policy. Exceptions are rare. Appeals must contain supporting evidence. Appeals will be reviewed if submitted by the deadline.

Deadlines for Placement Application- fall- Jan. 15; spring- Sept. 15

Deadlines for Placement Policy appeals-fall- Jan. 30; spring- Sept. 30

Field Placement Notification

- Placement information will be shared once:
 - Candidates have met the GPA and/or program requirements to begin field placement.
 - Candidates have up-to-date and valid background checks on file with OPFE.
 - Candidates have established their Pre-Service Teacher Permit with Ohio and sent it to OPFE.
 - Candidates are registered for the correct field experience course and section.
 - Candidates have attended any required field placement orientations.
 - OPFE has received confirmation from the building/district administrator.
- Candidates will be notified via automatic email when their placement details are posted. Placement details will be available through Watermark Student Learning and Licensure (WMSLL). How to Guides about WMSLL are posted on all Field Course Pilot pages.

Making Initial Contact with the Cooperating Teacher(s)

- As soon as candidates learn of their placements, they are encouraged to read and review available online information regarding their assigned school. School starting/ending times, school calendar, and school initiatives would be beneficial to learn ahead of time.
- After an online review of the school, candidates should promptly contact their cooperating teacher (CT) via a professional email. If two cooperating teachers are listed, the candidate should email both CTs.
 - To include in the introductory CT email:
 - Brief introduction about yourself/background
 - Express excitement about placement/future learning
 - Details regarding schedule (days/times)
 - Offer an opportunity to meet before the placement begins, if possible (ex) help set up the classroom in the summer
 - Share phone number
 - Have a professional closing and signature
- Wait 3-4 days before sending a second email if CT has not replied.
- If after two email attempts, the CT has not responded, the candidate should contact the school's main office and leave a message for the CT stating the intended start date, and ask that the CT return the call at a convenient time. Note that sometimes emails go to Clutter or Junk folders.
- If the CT does not return the phone message after 3 days, the candidate should reach out to OPFE for assistance. If the candidate learns that the CT is no longer working at the school, the candidate should contact OPFE immediately.
- If someone at the school has made changes to a candidate's placement, the candidate should notify OPFE immediately. This can include, but is not limited to changes in subject, changes in grade level, changes in CT, changes in school.

State Board of Education Preservice Teacher Permit (PTP)

Any teacher candidate placed in an education field setting must hold an Ohio Preservice Teacher Permit (PTP). This law was part of HB 33. See ORC 3319.0812. Students may **not** begin placements without the PTP.

- Students may apply for a 1-year or 3-year permit.
- Fees for this permit are determined by the State Board of Education and are subject to change. Currently the fee is \$25.00 per year, \$75.00 for the 3-year permit.
- At the time of application, the State Board of Education must have received valid and current BCI/FBI background check reports sent to them electronically. Therefore, background checks must be no older than one year (364 days) at the time the State Board of Education issues a PTP.
- Candidates may not begin a field placement course until OPFE has a current valid Ohio PTP on file, and physical copies of current valid BCI/FBI background check reports.
- All candidates who apply for the PTP will be enrolled in the RAPBACK system.
- Schools may employ candidates with PTPs as substitute teachers with compensation. See WSU Subbing Policy.
- Candidates may apply now through the OH|ID Educator Licensure and Records (CORE) account.
 - The first step is to obtain an OH|ID account. Visit: <https://ohid.ohio.gov/wps/portal/gov/ohid/login> and select create account if needed.
 - Once in the OH|ID account, click the Educator Licensure and Records (CORE) tile. If this tile/application is not on your home page, search for CORE in the Available Applications and add it.
 - A CORE User Manual is available here: <https://dam.assets.ohio.gov/image/upload/sboe.ohio.gov/Educator-Evaluations/Resources/Core-User-Manual.pdf>
- Candidates who were issued a PTP with another university must apply and pay to transfer their PTP to WSU.

Background Check Policies and Information

- Electronic fingerprinting is available in OPFE by appointment only during scheduled open hours. Appointments may be made by going to <https://opfe.setmore.com/>. Electronic fingerprinting is also available through many county sheriff's offices if you prefer to investigate this option. Costs vary by location. Be aware that processing for electronic fingerprinting may take 6 weeks.
- When candidates are ready to complete their background checks, they need this information.
 - Candidates should request that a copy of the BCI and FBI report be sent to OPFE at this address: Wright State University, CHEH, Attn: OPFE, 3640 Colonel Glenn Highway, 120 Millett Hall, Dayton OH 45435
 - The BCI/FBI reason needed is Licensure with the Ohio Department of Education; CODE is 3319.291
 - Request that a copy be directly sent to the State Board of Education (Ohio Dept. of Education in system)
 - The price varies depending on where you get your background checks completed. However, prices range \$50-\$80 USD
- OPFE cannot accept background checks completed for reasons other than Licensure with the Ohio Department of Education. Only BCI/FBI reports with the 3319.291 codes will be accepted.

- FBI and BCI reports are valid for the duration of the Preservice Teacher Permit (PTP). Candidates with expired permits will have to obtain new BCI/FBI background check reports and apply for the PTP again. Note that some districts may require a new BCI/FBI annually. If candidates are placed in one of these districts, they may have to obtain a new BCI/FBI, even if their PTP is current.
- Candidates may request a copy of their BCI/FBI reports from OPFE. The FBI requires that copies be given directly to the candidate, who must provide photo ID and sign for the release of the report when the candidate picks the report. OPFE cannot mail, FAX, or email copies to anyone, including the candidate.
- If the BCI or FBI background check reveals information that could potentially preclude a candidate from placement, OPFE will discuss the BCI or FBI report with the candidate before the field experience starts.
 - Individuals who have been convicted of a crime may be ineligible to obtain an educator license through the state. OPFE does not decide whether a candidate is eligible to obtain an educator license. Candidates should contact the departments of education in the states for which they seek licensure to determine if they are eligible for a license. Eligibility for a field experience does not guarantee the candidate will receive an educator license.
- Candidates whose BCI or FBI background checks reveal information that could potentially preclude the candidate from placement must report this information to the building administrator at the placement site prior to starting the field experience. The candidates must arrange a meeting with the building administrator and provide the building administrator with a “Background Check Disclosure Agreement”. The decision to accept for placement a candidate whose BCI or FBI background checks reveal information that could potentially preclude the candidate from placement is at the discretion of the building administrator. OPFE cannot force a placement site to accept a candidate for field experience placement. Once the building administrator completes the “Background Check Disclosure Agreement,” it is the candidate’s responsibility to return the completed Agreement to OPFE. Candidates who do not return the completed “Background Check Disclosure Agreement” will be ineligible for field experience.
- Candidates whose BCI or FBI background checks reveal information that preclude the candidate from placement at the assigned field experience site will be ineligible to complete a field experience in the semester in which the candidate is not accepted for placement. Candidates who are denied field experience placement in one semester may reapply for field experience placement in a different semester; however, OPFE cannot guarantee that such candidates will be accepted for placement by another assigned field experience site. Candidates who are unable to obtain acceptance for placement at an assigned field experience site and are thus unable to complete the required field experience components of their respective degree programs will be unable to complete their programs. Candidates with outstanding arrest warrants will be ineligible for a field placement.
- All candidates with an Ohio Preservice Teacher Permit will automatically be enrolled in Rapback (Retained Applicant Fingerprint Database). Once enrolled in Rapback, a candidate’s fingerprints are automatically compared with incoming arrest and disposition information. Comparisons are initiated in real-time as new arrests and judicial information become available. WSU will be notified of any arrests or convictions as they occur. Placement school district administrators will be notified by WSU with the candidate being required to disclose the report to the placement school administrator. Candidates with a Rapback report will have to meet with the OPFE Director and may be ineligible for continued placement. OPFE Removal Policy will be followed in these cases.

Early Field Experience Attendance Requirements

Candidates in phase 1 are expected to reach the required number of hours for their programs. They need to meet the minimum amount of hours, keeping in mind that there will be holidays, calamity days, and possible extended school break time that may interfere with their plans. Candidates must make up any missed time if the time missed causes them to fall below the required number of hours; this includes time missed for sickness and family emergencies. Candidates **MUST** attend weekly throughout the semester; in other words, they may **not** stop attending if their required hours are reached before the end of the semester. Candidates in phase 1 may attend their placements during WSU holidays/closures and finals week, but they are not required to do so. However, they should be mindful of their hours as they may need to attend their placements to meet the hour requirement.

Elementary Education (EED):

- ED 2650.01 = a minimum of 100 hours is required by attending a minimum of 7-8 hours per week during the entire 14-week semester.
- ED 2750.01 = a minimum of 100 hours is required by attending a minimum of 7-8 hours per week during the entire 14-week semester. *Note: This is an elective course for EED only.*

Music Education:

- ED 2650.04 = a minimum of 84 hours is required by attending a minimum of 6 hours per week (4 hours in the field/2 hours in seminar) during the entire 14-week semester.
- ED 3650.01= (phase 2) = a minimum of 140 hours is required by attending a minimum of 10 hours per week during the entire 14-week semester.

Health Education & Physical Education:

- HPR 3100.01 = a minimum of 84 hours is required by attending a minimum of 6 hours per week during the entire 14-week semester. (Offered fall semester only)

Middle Childhood:

- ED 2650.02 = a minimum of 100 hours is required by attending a minimum of 7-8 hours per week during the entire 14-week semester.
- ED 2750.02 = a minimum of 100 hours is required by attending a minimum of 7-8 hours per week during the entire 14-week semester.

Adolescent and Young Adult, Multi-age (World Languages/TESOL):

- ED 2650.03 = a minimum of 100 hours is required by attending a minimum of 7-8 hours per week during the entire 14-week semester.
- ED 2750.03 = a minimum of 100 hours is required by attending a minimum of 7-8 hours per week during the entire 14-week semester.

Intervention Specialist:

- ED 2650.05 = a minimum of 100 hours is required by attending a minimum of 7-8 hours per week during the entire 14-week semester.
- ED 2750.05 = a minimum of 100 hours is required by attending a minimum of 7-8 hours per week during the entire 14-week semester.
- EDS 7200.01= a minimum of 100 hours is required by attending a minimum of 7-8 hours per week during the entire 14-week semester.

Attendance Approval:

Attendance must be submitted weekly via Time Logs on Watermark Student Learning and Licensure (WMSLL) Candidates should submit by Sunday at 11:59 PM and ask CT to approve it the following Monday. As long as CT has approved all time logs by the end of the term, grades will not be delayed.

Additional Attendance Policies for EACH TERM/PHASE

- Candidates must report all personal absences to Cooperating Teacher(s) and Supervisor via phone call or email before their presence is expected. Tardiness should be reported immediately, as possible. Candidates should also notify the Supervisor of any school closures, in case he/she is planning on making a “surprise visit” to the classroom.
- ALL absences and school closures must be reported on WMSLL, even if time is made up on other days. Any deviation from the planned and approved schedule must be noted. See Time Log Directions posted on course Pilot page for details about logging 0 hours earned on planned days.
- **Any** absences for personal reasons must be made up **if they cause the candidate to drop below the minimum hour requirement**. This includes sickness, family situations, deaths in the family, surgery, court appearances, car issues, etc. Finals week may be used for make-up time. Note that candidates with excessive personal absences may be removed from their placement.
- School closures for breaks, holidays and calamity days will need to be made up if they cause the candidate to drop below the hour requirement.
- Candidates may attend placements if assigned cooperating teacher is absent. The only reason they would not is if the cooperating teacher directed them not to. In this case, time would need to be made up if the hours are needed.
- Candidates should attend any placement school meetings/professional development offered by their placement sites. They may log these hours if they attend. They should also plan to attend evening events like parent/teacher conferences, open houses, etc. that do not interfere with any WSU scheduled courses. Candidates may also request that professional development opportunities, outside of those offered by their school or OPFE, count toward attendance hours. Requests must be made to OPFE in advance of the event.
- Candidates may not finish a placement early if they have reached any minimum hour requirements before the end of the term.
- Attending finals week, attending on any available nonscheduled placement days, and spending extra time before and after the contract day may be used to accumulate additional hours. All additional attendance must be approved by CT in advance.
- Candidates must follow building sign-in and sign-out requirements and should wear identification (name badges, WSU ID) recommended by the school.
- For the safety of the students at the school sites, if a candidate is absent for three or more consecutive “assigned days,” an official excuse note is required. Candidates may be asked to submit a note from a doctor or health clinic stating that they were seen by a physician and able to return to their placement on their next scheduled day. “Consecutive days” are considered as the days candidates are scheduled to be at their assigned school site. For example, a candidate scheduled at their school site on Mondays and Fridays misses both days in one week or misses a Friday of one week and the Monday immediately after, these days would be considered consecutive. Candidates should contact OPFE if they are unsure of whether an excuse note is required.
- Candidates will document field placement hours on their Watermark SLL Time Logs. All attendance documentation is due weekly. Time logs for each week will be due Sunday by 11:59 PM of that week and candidates must follow all guidelines for this assignment. Cooperating teachers must approve all time log entries.

Earning Additional Hours for Attendance Clarification

We acknowledge that attending additional field hours benefits learning and helps candidates gain important experience. To clarify what constitutes allowable field hours, review the chart below.

<u>Additional Hours to Count</u>	<u>Additional Hours that DO NOT Count</u>
<ul style="list-style-type: none">• Working outside of your normal schedule in your assigned classroom- arriving early, staying late to assist CT with planning, preparation, and/or grading• Tutoring students at your placement outside of your scheduled time• Assisting with after-school activities at your placement (sporting events, family nights, concerts, plays, and other school functions)• Attending Parent-Teacher conferences, Open House, Meet the Teacher Night• Professional development (PD) or a professional service (PS) that is approved by OPFE in advance. If not offered by OPFE, send an email explaining the PD or PS for approval to your assigned GA. If approved, keep evidence of attendance. Examples of evidence could be an agenda, handout, certificate, or email/letter verification of the PD or PS. Evidence does not need to be uploaded if the event is held at the placement school and the CT can verify attendance.• Volunteering at pre-approved OPFE events; notices of any such events will be emailed	<ul style="list-style-type: none">• Volunteering and tutoring at schools that are requirements of other education courses, such as the ED 2100: Education in a Democracy course.• Visiting/Subbing at other schools that are not your assigned placement• Paid coaching or paid employment working with students outside of and unconnected to your assigned classroom• Professional development and education-related volunteer opportunities not approved by OPFE ahead of time.• Attending activities at your placement, but not helping in some capacity (i.e. watching a basketball game or a school play)• Grading papers or accomplishing other placement-related work while you are at home• Staying late to use the placement's resources to work on your own personal homework or projects• If you are unsure, ask OPFE before presuming that hours you would like to count will count

Professional Conduct

Teacher candidates will follow the same policies and expectations for licensed teachers as outlined in Ohio's Licensure Code of Professional Conduct. The cooperating teacher should provide clear directions and closely monitor a candidate's behaviors in this regard in order that misunderstandings not occur. The code is summarized below.

<https://sboe.ohio.gov/professional-conduct/code-of-conduct/code-of-conduct>

- Candidates shall behave as positive role models to both students and adults. They are responsible for preserving the dignity and integrity of the teaching profession. Conduct unbecoming to the profession includes but is not limited to the following actions: incapacity to carry out responsibilities; violating state or federal laws; disparaging a colleague, peer, or student; harassing, intimidating, or retaliating against a colleague, peer, or student; failing to complete a criminal background check; sexual harassment of any kind; committing academic dishonesty.
- Candidates should maintain a professional relationship with all students at all times, both in and out of the classroom. Candidates must refrain from conduct unbecoming of a candidate. Examples include but are not limited to committing any act of sexual abuse or engaging in inappropriate sexual conduct with a student; using inappropriate language or gestures; disparaging a student; committing an act of cruelty to a student; soliciting, encouraging, engaging in an inappropriate relationship with a student; using technology, including social media, to promote inappropriate communications with students.
- Candidates will accurately report information required by law. Conduct unbecoming to the profession includes, but is not limited to the following actions: falsifying, misrepresenting, or omitting information submitted to federal, state, and governmental agencies; falsifying, misrepresenting, or omitting information related to absences; falsifying, misrepresenting, or omitting information related to the evaluation of students; failing to make a mandated report of a violation of state or federal law.
- Candidates will not engage in criminal activity as evidenced by a criminal conviction, guilty pleas, finding of guilt or participation in a court-ordered diversion or treatment in lieu of conviction program.
- Candidates shall comply with state and federal laws related to maintaining confidential information. As professionals, candidates are expected to uphold the confidentiality of the information of the students in the classroom. If a candidate must share student information with another individual: Make sure the individual is an appropriate school representative and make sure to share only necessary information that is relevant to the topic.
- Candidates shall not use, possess, or unlawfully distribute illegal or unauthorized drugs. Candidates shall not use alcohol during any school activity involving students. Candidates shall not use tobacco during any school activity except in a designated area.
- Candidates shall ensure all school funds are managed responsibly and all school property is not used for personal gain. Candidates shall not make decisions based upon gifts, gratuities, favors, or the socioeconomic status of others.
- Candidates shall always use technology, electronic communications, and social media in a responsible and professional manner and appropriately safeguard the unauthorized use or access to electronic devices and data entrusted to them. They should also make sure the images presented on any social media sites, email, and voicemail convey a professional image.
- OPFE requires that candidates leave cell phones in a secure location during the school day. If a cell phone must be checked during the day due to an emergency, OPFE encourages candidates to discuss with the CT and make them aware of the situation.

Appearance

- Candidates are expected to maintain a professional appearance while in the classroom. We are guests in the schools and must follow each assigned school's policies for professional appearance and dress code.
- Please refer to the school/district's teacher handbook for specific district dress code, but the following guidelines are recommended by OPFE, though may vary by district:
 - Button-up dress shirt or polo shirt, Optional tie, Casual dress pants/khakis, Knee length dresses or skirts, Dress/casual shoes
- Candidates are not to wear flip-flops.
- Candidates are not to wear low cut shirts or shirts that do not cover the waist.
- Candidates are not to wear jeans, unless approved by the school for a special dress-down day.
- Candidates are not to wear leggings or tights without wearing appropriate length tops to cover the backside.
- School sites may have dress-down days. Candidates may participate, if desired.
- Candidates will follow all placement school assigned mask policies. If required, they will wear masks that cover their nose and mouth properly.
- Hair color (may vary by district)
 - If a candidate's hair color does not meet the school's standard or policies, candidates may be asked to change hair color to comply with school policies.
- Tattoos and piercings (may vary by district)
 - If a candidate's tattoo(s) and/or piercing(s) do not meet the school's standard or policies, candidates must cover the tattoo(s) or remove piercing(s) in question while attending their school site.

Candidates who do not comply with their assigned school's appearance standards will be removed from the school placement. OPFE Removal Policy will be followed.

Remote Learning Professional Expectations

- Backgrounds should be professional. Use virtual backgrounds as much as possible.
- Ensure any profile pictures are professional.
- Be cognizant of any screen sharing to ensure that all shareable content is appropriate; this includes files/tabs not being used but may be viewed when sharing a screen.
- Minimize background noise and distractions.
- Troubleshoot technology issues before scheduled times. Log on early to check connectivity, video and sound.
- Do not eat during class lessons or professional meetings.
- Maintain appropriate professional dress as described above.
- Arrive on time or early to all online meetings.
- Maintain appropriate communication with students while using any technology tools or chat functions.

Candidate Removal Policy

Wright State University is committed to the success of every teacher candidate. WSU works with all involved parties to ensure a positive experience for the candidate, the cooperating teacher, and the P-12 students. Despite these efforts, situations may arise in which a candidate may be removed from the candidate's field experience placement site. Teacher candidates are guests of the school in which they are placed. If the field experience placement site asks a candidate to leave for any reason, the candidate must immediately comply.

The candidate may be removed from a field experience placement site by any of the following:

- The cooperating teacher (CT).
- The principal or other administrator at the field experience placement site.
- The director of the Office of Partnerships and Field Experiences (OPFE).

Circumstances under which a candidate may be removed include but are not limited to:

- Non-adherence to policy and/or procedures of the field experience placement site.
- Lack of a current, valid, and acceptable BCI/FBI background check.
- Failure to comply with field experience placement site and WSU attendance and punctuality directives.
- Failure to meet course expectations as outlined in the course syllabus and candidate handbook.
- Unsatisfactory progress on field-based assessments.
- Failure to meet moral and ethical standards of the profession as defined by both the field experience placement site and the University.
- Insubordination, disrespect to school or University personnel.
- Posing an immediate threat to the safety, health, or welfare of the candidate, P-12 students, other teacher candidates, WSU faculty, the field experience placement site personnel, and/or other constituencies.

OPFE cannot prohibit a field experience placement site from removing a candidate from his/her assigned placement.

If a candidate is removed from a field experience placement site, the director of OPFE will work with the candidate's program director, cooperating teacher, and university supervisor to determine one of the following courses of action for the candidate:

- The candidate will earn a grade of "U" (Unsatisfactory) for the course. The candidate will be given one additional opportunity to apply to repeat the field experience during another semester. The candidate will be required to implement an individualized action plan, designed by the director of OPFE, during the semester in which the candidate repeats the course. If the candidate is not successful in completing the field experience on the second attempt, the candidate will not be permitted to re-apply to repeat the field experience course.
- The candidate may be permitted to finish the field experience, during the same academic semester, at a new placement site based on the specific context of the removal. Permission to transfer to a new placement site will be at the discretion of the director of OPFE based on the facts surrounding the removal. The candidate will be required to implement an individualized action plan, designed by the director of OPFE. If the candidate is not successful in completing the field experience at the new placement site, the candidate will earn a grade of "U" (Unsatisfactory), and the candidate will not be permitted to re-apply to repeat the field experience course.

Candidates who are not able to complete their field experience components of their respective degree programs because of the situations outlined above will be unable to complete their programs of study.

Legal Issues

Liability coverage:

WSU provides limited liability for teacher candidates registered for field experience. Liability coverage does not include illness or injuries. This applies to scheduled/approved field experience days. Unless a teacher candidate is subbing and approved to sub for his/her/their cooperating teacher, he/she may not be left alone (without a teacher present) in the classroom, library, playground, etc. If this becomes a problem, a candidate needs to speak to his or her supervisor for assistance.

Health Coverage: Health coverage is a teacher candidate's individual responsibility. Liability insurance does not cover illness or injuries.

Confidentiality: As professionals, teacher candidates are expected to uphold the confidentiality of the information of the students in the classroom.

- Federal law guarantees the confidentiality of student information.
- If a candidate must share student information with another individual:
 - Make sure the individual is an appropriate school representative.
 - Make sure to share only necessary information that is relevant to the topic.

Child Abuse: As professionals, teacher candidates are mandated reporters in Ohio and are legally obligated to report suspected child abuse. See the following:

TEACHERS DUTY TO REPORT TO CHILDREN SERVICES <http://www.ohea.org/teachers-and-childrens-services-investigations>

Ohio Revised Code Section 2151.421 (Key Provisions)

A.1. (a) — Duty to Report

Persons in certain official positions who know or suspect that abuse or neglect has occurred to a child under eighteen (18) or mentally retarded, developmentally disabled or physically impaired child under age twenty-one (21) shall immediately report that knowledge or suspicion to the county public children services agency or the municipal or county peace officer in the county in which the child lives.

A.1. (b) — People Required to Report

Total of twenty-two (22) are listed including licensed school psychologist, speech pathologist, or audiologist, schoolteacher, school employee, or school authority.

G.1 — Immunity for Making Report

Persons making the report or participating in the investigation IN GOOD FAITH are immune from civil or criminal liability.

Please talk with your supervisor, cooperating teacher, and/or OPFE if you would like assistance with making a report.

Emergency and Unexpected Situations

- Ohio Revised Code 3313.536 requires the Administrator of each facility in the state of Ohio that provides educational services to children and is subject to regulation by the Ohio Department of Education and Workforce to submit an emergency management plan. Teacher candidates have a responsibility to know how they should respond in an emergency. All candidates are expected to ask their cooperating teachers to share their school's emergency preparedness plan, so the candidates understand what to do in the event of a tornado, fire, lockdown, active killer, evacuation, bomb threat, and any other district-identified emergency situations. Natural disasters and other emergencies can happen at any time, and when they happen at school, everyone should be prepared to handle them safely and effectively. This conversation needs to happen before or on the first day at the school placement. Visit Safer Schools Ohio for an example safety plan at <https://ohioschoolsafetycenter.ohio.gov/home>
 - When candidates find themselves in emergency situations, they should use the following to guide behavior:
 - Follow the policies and procedures of the district in which they are placed. Follow the direction of their cooperating teachers.
 - Know their surroundings, identify exit routes, and understand the action plan.
 - In an emergency, candidates are asked to please contact OPFE when safely able to do so.
- Teacher candidates are not to attend a school if the teachers are on strike. OPFE will reach out to teacher candidates if this situation occurs regarding next steps.
- Candidates are asked to avoid treating any injured students without the oversight of a faculty or staff member in the school and to report any injuries, accidents, or suspected injuries to their CT immediately.
- Candidates must avoid situations that may lead to unnecessary risks or might place them in a potentially compromising situation.
 - Examples: Driving a student home from school, sharing personal contact information with students, sharing social media information with students, playing online games with students, being alone with a student
- As the teacher of record, the cooperating teacher maintains full responsibility for the safety of the PreK-12 students at all times. Therefore, partner school districts and schools set their own guidelines and policies for how they allow teacher candidates to assume teaching responsibilities. Wright State University promotes a co-teaching model for student teaching. Teacher candidates should not be left alone in the classroom unless they are approved by their school districts to substitute teach. However, when permitted by the school administrators, a cooperating teacher may need to leave the classroom for a few minutes at a time to allow final semester teacher candidates the ability to take ownership of the classroom. Cooperating teachers or another licensed teacher should always be available to the teacher candidate if he/she encounters situations he/she cannot control. If a teacher candidate feels uncomfortable about the amount of time he/she is being left alone, he/she should speak to the cooperating teacher or supervisor to address the situation.

Substitute Teaching: Candidates who hold appropriate licenses or permits (e.g. a substitute teacher license or pre-service teaching permit), and who meet the substitute teacher qualifications of a district, may (but are not required to) accept employment in that capacity if offered. Such employment is a purely private matter between the Candidate and the district, except that **the candidate must obtain approval by the OPFE Director for any long-term substitute position.** Wright State University does not guarantee that any Candidate will be offered employment in any district. The terms and conditions of such employment (compensation, benefits, working hours, qualifications, etc.) are a purely private matter between the Candidate and the district; Wright State University does not negotiate or enforce those terms and conditions of employment, and the University expressly disclaims any and all liability or responsibility for any losses or incidents that may concern a candidate's private employment.

Unless otherwise approved in advance by the OPFE Director, substitute teaching hours worked by a candidate at other districts or in other classrooms cannot be counted towards field placement requirements; only substitute teaching hours worked at the candidate's assigned cooperating teacher's classroom can be counted. Candidates cannot be pulled from their assigned placements on placement days to substitute teach in other classrooms at their placement site. Placement hours may be counted if the candidate remains in their cooperating teacher's classroom on their placement days, even if the district reassigns the cooperating teacher to sub in another classroom.

State Licensure Requirements

Candidates pursuing a traditional educator preparation pathway for Ohio licensure must fulfill the following criteria:

- **Program Completion:** Successfully complete an Ohio Department of Higher Education-approved educator preparation program that leads to Ohio licensure.
- **Examination Requirements:** Achieve passing scores on the required content area and professional knowledge examinations mandated by the State Board of Education.
 - Each licensure program mandates the successful completion of at least one OAE content examination. Certain programs may require two or three examinations.
 - For detailed information regarding examination requirements, please refer to: <https://www.oh.nesinc.com/>
 - Candidates are responsible for verifying the accuracy of their selected examinations. Consultation with academic advisors and program faculty is strongly encouraged.
 - All costs associated with OAE examinations, including any supplementary preparation materials or courses, are the sole responsibility of the candidate.
- **Licensure Application Timeline:** Candidates are required to apply for licensure with Wright State University's (WSU) recommendation within one year of program completion. Applications submitted beyond this timeframe may be subject to denial or necessitate the completion of additional requirements, including potential coursework, to obtain WSU's recommendation for licensure.

WSU Policies that Relate to State Licensure Assessments

- All educator preparation programs require candidates to successfully pass all content-driven OAE examinations (subject area and reading examinations) prior to beginning Phase 3 student teaching.
- Candidates who have attempted the OAE(s) and not achieved passing scores on the required content OAE examination(s) prior to the start of student teaching may request an exemption.
 - This exemption must be obtained through a Memorandum of Understanding (MOU) with the designated program director and must be finalized before the conclusion of the semester preceding student teaching.
- All initial licensure candidates are required to complete the professional knowledge assessment, edTPA, during Phase 3 student teaching.
 - Candidates **who do not achieve a passing score** on the edTPA have the option to retake the edTPA or complete their designated OAE Assessment of Professional Knowledge (APK) examination.
 - The related educator preparation programs are to guide and prepare candidates for successful completion of edTPA. Most programs have a seminar course that is taken at the same time as student teaching to help with this.
 - edTPA is a summative, subject-specific, portfolio-based assessment of teaching performance. edTPA is designed to assess a teaching candidate's readiness for licensure. With a focus on learning for all students, edTPA engages teacher candidates in developing the knowledge, skills, and abilities they need to meet the needs of today's diverse learners.
 - edTPA requires aspiring teachers to demonstrate readiness to teach through 3-5 lesson plans centered on a central topic; designed to support their students' strengths and needs; engage real students in ambitious learning; analyze whether their students are learning and adjust their instruction to become more effective. Teacher candidates submit unedited video recordings of themselves at work in a real classroom as part of a portfolio that is scored by highly trained educators. They also submit student work samples with feedback.
 - edTPA is scored by teachers and teacher educators with subject-area and grade-level expertise, and experience mentoring, teaching or supervising teachers. There is a \$300.00 fee for the cost of scoring. Any costs to the candidates are assigned as course fees. Candidates should consult with their program directors to learn which course in their program has been assigned the edTPA fee.

Teacher Candidate Roles and Responsibilities

Before the Semester Begins/At Start of Semester

- Contact your cooperating teacher (CT) to introduce yourself. Share your personal contact information. Consider sharing your resume or writing an "About Me" introduction. Include what you are excited about learning.
 - Ask your CT to give you feedback about your planned schedule. Will your available times be best for his/her students? Confirm your attendance schedule before the first week.
- Ask about school policies and procedures that you should be aware.
- Complete emergency contact form on Watermark Student Learning and Licensure (WMSLL)
- Ask CT to share emergency preparedness/safety plan for the school building in the event of tornado, fire, lockdown, active shooter, evacuation, bomb threat and any other district-identified emergency situations.

During the Semester

- Maintain positive professional relationships. Get to know your CT, the students, and the school. Learn names. Build rapport.
- Keep the students and their learning as your priority and at the heart of your decision-making.
- Be open-minded and inquisitive.
- Ask permission to use materials and resources.
- Be reliable. Maintain your attendance plan with consistency. Complete all tasks assigned by the deadlines given.
- Dress professionally.
- Be present in body and mind. In other words, fully embrace your time there as a learning experience. Your experience is fuller if you do all you can to make it that way.
- Take initiative. Seek ways to be involved in daily activities. Ask to lead routine procedures.
- Utilize the phase requirements and the course syllabus to identify things to do and ways to be involved. If you are unhappy with your level of involvement, use these documents as tools to open a discussion about potential ways to be more involved.
- Seek and accept gracefully constructive criticism and suggestions from your CT and supervisor.
- Be aware of sharing personal information and habits that might reflect unfavorably.
- Keep supervisor informed about progress, problems or any other matters needing the supervisor's attention.
- Attend meetings.
 - Grade level, school and district faculty meetings
 - Parent/teacher conferences and open houses
 - TBT/IAT/IEP Meetings
 - Professional development opportunities in school and district

At the End of the Semester

- Remind your CT to approve your time logs if he or she has not done so yet.
- Reflect on what you learned. How did the experience prepare you to be a better educator? What goals do you have for your next experience?
- Write a formal thank you letter to your CT, principal, and supervisor.

Knowing the Community

Why is it important to know about the school and community?

Each school has its own mission, vision, traditions, values, and culture. Each child brings his or her own beliefs, values, culture and traditions to school. Taking the time to learn these and becoming a part of the school community can enrich candidates' experiences in their placements, allowing them to feel like members of the staff and to have a better understanding of the students.

A school is also an integral part of the surrounding outer community. Schools may have strong affiliations and partnerships with parents, local councils, businesses, universities, religious institutions, and other non-government organizations. These partnerships can have a positive impact on student achievement and school culture. The more information candidates know about their students, schools, and the surrounding communities, the better educated they will be to understand and support their students.

What are some ways candidates may get to know the school and community?

- Take a drive around the school neighborhood. Notice the businesses, places of interest, agencies, and housing.
- Visit the local public library and/or the Chamber of Commerce.
- Research the school's website. Oftentimes, the school will share information about the surrounding community. Research the city's website.
- Find previous copies of school newsletters and/or local newspapers.
- Review greatschools.org. This website profiles public, private and charter schools and has a format for readers to leave comments. Feedback from children who attend the schools, as well as their parents, may be found here.
- Go to <http://education.ohio.gov/Topics/Data/Report-Card-Resources> to review the Ohio Department of Education and Workforce report card for a particular school or district.
- Talk to the faculty and staff at the school. Ask questions.
- Seek information about school policies. Obtain the school handbook.
- Take a tour of the school building.
- Attend faculty and staff meetings if allowed.
- Attend after-school events and community events if available.

School Partnerships

What is a partnership?

A formal agreement focused on guaranteeing student success and the simultaneous renewal of the involved parties through a collaborative network. Our CHEH and school partnerships seek to promote renewal of school districts and teacher education programs, promote shared decision making that is beneficial to both, prepare the best teachers possible, improve instruction, and jointly promote professional growth for all. We arrange field placement in many schools; partnership districts often have more collaborative initiatives in place, in addition to field placement.

Who are our CHEH School Partnerships?

- Bellbrook Sugarcreek City Schools
- Dayton Regional Stem School
- Huber Heights City Schools
- Trotwood City Schools
- West Carrollton City Schools
- Dayton Public Schools
- Fairborn City Schools
- Milton Union Exempted Village Schools
- Troy City Schools

Cooperating Teacher Roles and Responsibilities

The role of the Cooperating Teacher (CT) is to act as a mentor and to provide opportunities for the candidate to experience the joys and responsibilities of the teaching profession. The CT will also complete observations and work collaboratively with the supervisor on midterm and final assessments.

Requirements:

- Completed at least three years of successful teaching.
- Holds a current and appropriate teaching license in Ohio.
- Received the recommendation of the School or District Administrator (possess strong adult mentoring skills, a willingness to work with our candidates, good classroom management skills, and a record of positive impact on student learning).
- Be trained in the science of reading, using state approved science of reading materials and instruction, as applicable for placement type and subject matter.

We ask that the Phase 1 Cooperating Teacher:

- Orient the candidate to the school environment and the rules and policies of the school.
- Share school's emergency preparedness plan with candidate immediately.
- Introduce the candidate to the students, other faculty, and staff.
- Provide a workspace for the candidate and a location for a coat, backpack, lunch, etc.
- Encourage the candidate's participation in all aspects of the teacher's professional responsibilities, including lesson planning, pre/post assessment, classroom management, grade level/school/district meetings, parent-teacher conferences, IEP meetings, professional development, etc.
- Deliver feedback to the candidate to help to reinforce and refine performance.
- Demonstrate a positive attitude toward all learners and a belief that all students can learn.
- Model professionalism through appearance and relationship with colleagues and families.
- Scaffold the candidate's experience so they are getting what they need to be able to show evidence that they are ready to move to the next phase of their program or career.
- Complete assessments stored on Watermark SLL (approve ECF, time logs, and classroom context form)
- Meet with University Supervisor at least 3 times (intro, midterm, final) to discuss candidate progress.
- Note that the supervisor will need to observe twice for 20 minutes each time. The candidate should be working with students during this time- small group work or leading a routine/brief lesson are great examples. Assist with the plan for this to ensure a meaningful observation.
- Please visit our CT website at <https://traceykramer9.wixsite.com/wsuct>

University Supervisor Roles and Responsibilities

The role of the university supervisor is to be a mentor and supervisor to the candidate, as well as act as a liaison between WSU and the CT. They are ambassadors of the University, representing WSU positively.

Requirements:

- Completed at least ten years of successful teaching.
- Hold a Master's Degree
- Evidence of successful adult mentorship experience
- Complete supervisor training and CCAST assessment.

We ask that the University Supervisor:

- Serve as a mentor to the teacher candidates, offering quality and substantive feedback to guide them.
- Complete the required number of visits as defined in the timelines for Phase 1, 2, 2YL, 3, and 3P. Note that visits may be completed with a combination of virtual and face-to-face formats, with a minimum of 2 face-to-face school visits per candidate.
- Provide, upon request, dates/brief explanation of meetings/interactions for each supervised candidate.
- Document and share feedback, using required forms, for all required observations, formal and informal.
- Schedule and facilitate midterm and final meetings with cooperating teachers and teacher candidates, for all phases, to collaboratively complete and discuss the required assessment(s).
- Notify OPFE of any concerns, even if minor, by the 7th–8th week.
- Complete all required documentation for each teacher candidate in the University's assessment system and assist cooperating teachers in this task, if needed.
- Timely submit all required paperwork in accordance with the established OPFE timelines so that teacher candidates do not receive an incomplete for the course.
- Be available for concern conferences weekdays after 3:00 p.m., when necessary, so that teacher candidates will not have to leave the classroom should the need for a concern conference arise.
- Collaborate with CT to assist teacher candidates in better understanding the culture of the community, goals and challenges of the school district as a whole and assigned school specifically.
- Stay current on topics and trends in education; Pass CCAST Training (Online modules, journals, book studies, professional development workshops, and/or conferences).
- Attend supervisor meetings, at least one each term.
- Respond to all supervisor duty related email within 48 hours (about 2 days).

Phase 1 Field Experience: Candidate Assignment Timeline Fall 2025: ED 2650, ED 2750, and EDS 7200

Weeks	Field Requirements
Week 1 (1/12-1/16)	<ul style="list-style-type: none"> - CT shares emergency preparedness plans with candidate - Candidate submits ECF/Schedule assignment on WMSLL; CT and Supervisor approve - ED 2650 and EDS 7200 candidates complete dispositions module on Pilot - Candidate updates Time Log on WMSLL
Week 2 (1/19-1/23)	<ul style="list-style-type: none"> - Supervisor meets with CT and candidate to discuss expectations and scheduling - Candidate updates Time Log on WMSLL
Week 3 (1/26-1/30)	<ul style="list-style-type: none"> - Candidate updates Time Log on WMSLL - Candidate submits Classroom Context Form on WMSLL
Week 4 (2/2-2/6)	<ul style="list-style-type: none"> - Candidate updates Time Log on WMSLL
Week 5 (2/9-2/13)	<ul style="list-style-type: none"> - Candidate updates Time Log on WMSLL
Week 6 (2/16-2/20)	<ul style="list-style-type: none"> - Supervisor Informal Observation 1 Due; supervisor submits feedback on WMSLL - Candidate updates Time Log on WMSLL
Week 7 (2/23-2/27)	<ul style="list-style-type: none"> - Supervisor meets with CT and candidate to complete Midterm - Candidate Dispositions Inventory (CDI) and Professional Behaviors Form (PBF); supervisor submits on WMSLL - Candidate updates Time Log on WMSLL
Spring Break (3/2-3/6)	<ul style="list-style-type: none"> - Candidate updates Time Log on WMSLL (only if candidate attended, not required)
Week 8 (3/9-3/13)	<ul style="list-style-type: none"> - Candidate updates Time Log on WMSLL
Week 9 (3/16-3/20)	<ul style="list-style-type: none"> - Candidate updates Time Log on WMSLL
Week 10 (3/23-3/27)	<ul style="list-style-type: none"> - Candidate updates Time Log on WMSLL
Week 11 (3/30-4/3)	<ul style="list-style-type: none"> - Candidate updates Time Log on WMSLL
Week 12 (4/6-4/10)	<ul style="list-style-type: none"> - Supervisor Informal Observation 2 Due; supervisor submits feedback on WMSLL - Candidate updates Time Log on WMSLL
Week 13 (4/13-4/17)	<ul style="list-style-type: none"> - Candidate updates Time Log on WMSLL
Week 14 (4/20-4/24)	<ul style="list-style-type: none"> - Last week of Field Placement - Supervisor meets with CT and candidate to complete Final CDI and PBF; supervisor submits on WMSLL - Candidate updates Time Log on WMSLL
Finals Week (4/27-5/1)	<ul style="list-style-type: none"> - Candidates may attend this week if more hours are needed - Candidate updates Time Log on WMSLL (if applicable)

- WMSLL= Watermark Student Learning and Licensure (our online data management system)
- Candidates update Time Logs at least once a week- due Sundays by 12:59 PM at the latest; we ask that CTs approve Time Logs weekly if possible, but at a minimum at the midterm and final.
- Candidates should self-assess at midterm and final meetings, as well as listening to CT and Supervisor assessments.
- An informal observation is 15-20 minutes of the candidate working with students in a meaningful way. We strongly encourage that candidates plan and teach a brief lesson or part of a lesson. These can be based on CT plans. Supervisors must complete informal observations in person. They may choose to complete introductory, midterm and final meetings in person or virtually.

Example Tasks/Activities appropriate for Phase 1 Field Experience

OSTP	ED 2650/EDS 7200	ED 2750/ HPR 3100 (In addition to 2650)
1. Students	<ul style="list-style-type: none"> Learn students' names Occasionally assist CT with planning and content delivery Work with a small group or individuals as appropriate Shadow a student throughout the day Collect data on student learning preferences Collect data on individual student behavior Attend student after-school activities, such as games and performances 	<ul style="list-style-type: none"> Work with small groups of students Assist students in make-up work after absences Become involved in extra-curricular activities, as available (document on attendance artifact) Follow a student to intervention services and specials Examine and compare work for individual differences
2. Content Knowledge	<ul style="list-style-type: none"> Provide students with assistance by answering questions Become familiar with course curriculum and materials Assist individuals with technologies and other resources Work with individuals and small groups for remediation and/ or enrichment 	<ul style="list-style-type: none"> Develop and use real life examples Become familiar with curriculum and instructional plan for the class Develop questions that lead students from their previous knowledge to new content
3. Assessment	<ul style="list-style-type: none"> Check or grade papers with a key Record grades Give feedback on student work Record participation patterns State the uses of assessment data at the state, district, school and classroom level 	<ul style="list-style-type: none"> Assist CT with developing assessment items Create a checklist for student understanding Develop a rubric Know and apply class level and school grading policies Correct papers, as requested by CT
4. Instruction	<ul style="list-style-type: none"> Write notes on the chalkboard or whiteboard Operate technology; explore new technology Work with CT to locate resources and create materials Model appropriate language Teach a routine part of lesson to whole group Take advantage of opportunities to be in front of the class in formal, as well as informal situations 	<ul style="list-style-type: none"> Create new learning center (or similar) Supervise students during group times (CT present) Review assignments with small groups Facilitate small group discussions Create/implement a lesson for a small group Assist CT in presenting several lesson segments
5. Learning Environment	<ul style="list-style-type: none"> Take attendance / Pass out papers and supplies Organize or file papers / materials Create / Construct a bulletin board (interactive) Help with staff duties (attendance, arrival, dismissal) Take lunch count, if applicable Participate in classroom activities Shadow the CT in all classroom and non-curricular activities 	<ul style="list-style-type: none"> Know class level and school discipline policies Explain the reason for rules and policies Discuss differentiation with CT Work with groups/individuals needing enrichment or remediation. Work with individuals/small groups for whom English is a second language as necessary
6. Collaboration and Communication	<ul style="list-style-type: none"> Give directions to individuals and groups of students Become familiar with emergency procedures Attend faculty meetings / grade level meetings Observe Parent / Teacher meetings Collaborate with CT Shadow specialists in the school (ELL, IS, Reading, etc.) 	<ul style="list-style-type: none"> Find out specific community resources to assist families/students; visit if able Find out the community resources that local families are using/relying upon Interact with school faculty and staff Interview school specialists (ELL, IS, Reading, Counseling)
7. Professional Development	<ul style="list-style-type: none"> Review teacher handbook and dress code Take initiative in the classroom With permission, attend in-service meetings and staff development opportunities Be punctual and respectful 	<ul style="list-style-type: none"> Collaborate on some lesson writing Reflect on instruction with students Accurately and objectively describe student performance With permission, attend IAP, IEP, and data meetings

Additional Tips for Success

Possible Questions to Ask your CT Each Day

- How may I help you today?
- Will there be any opportunities for me to work directly with the students today? (*Ask yourself- How should I prepare? If you need help, ask your CT.*)
- Will there be any opportunities for me to lead any whole or small group teaching today? (*Ask yourself- How should I prepare? If you need help, ask your CT.*)

REMEMBER you are to be an ACTIVE PARTICIPANT.

To Help You Prepare

- Ask for a class seating chart to learn student names or make your own.
- Pay attention to daily routines and procedures. For example, greeting students in the hall before they enter, hall duty/lunch duty/bus duty, morning or bell work, attendance, etc. Show initiative to do these.
- Find out how your CT prefers to communicate- phone call, text, email?

How should I prepare for an informal observation?

- Coordinate dates and times with your supervisor and CT so you will get substantive feedback.
- Take initiative to lead a routine, teach a minilesson, facilitate a small group; do something that allows your supervisor to see you working with students to be able to give you quality feedback.
- While you are not required to submit a lesson plan as part of your phase 1 field experience, consider writing a plan for your own benefit. Having a written plan will allow you to envision what you are going to say and do before you are observed.

How should I prepare for a post-observation discussion with my supervisor?

- Review your midterm and final assessments. What kinds of things did I/do I need to demonstrate? How will I show these dispositions?
- Reflect on your informal observation. What went well? How do I know? What would I do differently and why? What do I need to do to progress further?

Questions to be Asking Yourself Throughout

- What am I learning?
- What does it mean to be a teacher?
- What is expected from me? How am I meeting expectations?
- Am I happy with my level of involvement in the classroom? If not, how am I advocating for myself?
- How am I showing initiative?
- How am I going above and beyond the minimum expectations of this course?

Questions to Consider After Your Field Experience

- Did I enjoy this field experience? Why or why not?
- Is this the career for me? How do I know?
- What do I hope to accomplish in my next field experience? How will I prepare?

Chain of Command

- As in most other professional occupations, there is a chain of command that OPFE asks all candidates to follow that helps ensure that all concerns are communicated to the appropriate parties in the appropriate order. In addition to this being a skill that all professionals should have, this procedure helps facilitate the success of the field experience placement.
- When concerns arise in a field experience placement, OPFE asks candidates to effectively communicate these concerns through the chain of command, which is: cooperating teacher (CT) -- university supervisor -- OPFE.
 - If a candidate is concerned about an event or issue regarding the assigned classroom or CT, they should first address the concern with the CT in a professional manner (the supervisor can help determine how to broach the subject, if needed).
 - Once this occurs, if a candidate feels that the concern has not been addressed or settled, the candidate should speak with the supervisor about the concern, and seek assistance in reaching a resolution.
 - If, after speaking with the supervisor about the concern, the candidate feels as though the issue has not been settled, he/she should contact OPFE.
- The key to a successful field experience placement is communicating all concerns professionally and timely. On occasion, personality conflicts may arise, as do concerns that are irreparable. **The earlier concerns are addressed, the more likely they are to be resolved.**
- In severe circumstances, a candidate may request a change in placement. Before this request is made, the candidate should speak with his or her supervisor and try several strategies to address the circumstances. He or she must submit this request in writing on a "Request for Field Placement Reassignment" form and send it to the OPFE Director at tracey.kramer@wright.edu. After the request has been received, candidates should expect a face-to-face meeting to discuss the concerns. Candidates should continue to attend their placements until a decision is made and a plan is formulated.

Field Placement Interventions

If there is a concern(s) in a field experience course, a formal meeting to document concern(s) and determine a course of action may be held. There are two types of meetings to address concerns.

Site Concern Meeting

If the CT or the supervisor has a concern relating to the procedures, daily activities or behavior of the candidate at any time, the following procedure should be followed:

1. A serious discussion should take place between the CT and/or the supervisor with the teacher candidate as early in the term as possible.
2. The CT or the supervisor should inform the candidate that a Site Concern Conference will be held to discuss the concern. The Site Concern form should be used to document concerns, goals to be met and a deadline by which significant progress must be made. The goal of the site conference is to work toward resolution. This procedure officially documents that the teacher candidate has been notified of the concern(s).
3. The teacher candidate, supervisor and CT should sign the Site Concern form, and each retain a copy. The supervisor should mail, scan, email or hand deliver the form to OPFE. This formal documentation relays to the teacher candidate the serious nature of the concerns, that he or she is being told about it formally, and a change in his or her behavior/performance is expected and required. It is recommended that this Site Conference occurs as soon as it is needed, preferably in the first few weeks.
4. ***The supervisor will keep OPFE informed of progress toward resolution.*** If the concern is not resolved, the supervisor should notify OPFE by phone call 937-775-2107 or email so that OPFE is aware of it and can help if needed.

OPFE Concern Conference

Sometimes, an issue relating to the teacher candidate's behavior/performance cannot or has not been resolved at the building level. In this case:

1. The cooperating teacher (CT) and/or the university supervisor should contact OPFE and request that a Concern Conference be initiated.
2. OPFE will collect all documentation and schedule the meeting. The conference may be held at the school or at WSU and will include the director or assistant director of OPFE, the teacher candidate, the supervisor, and may include the CT(s), advisor, and/or the appropriate program director.
3. The meeting's purpose is to establish a series of specific objectives to help the teacher candidate resolve the issue(s). The concern(s) will be discussed, related documentation presented, and an appropriate intervention will be designed and recorded specifying: measurable objectives; required assistance; a detailed timeline for meeting the objectives; the method for evaluating progress toward meeting the specified objectives; Who, when and how progress and attainment of the objectives will be measured.
4. Possible Outcomes
 - If all objectives are resolved, the teacher candidate will continue with the program as designed/required.
 - If progress is made, but issues not completely resolved, the goals will remain in place for the next term.
 - If not resolved, the following will be considered:
 - The field experience/student teaching may be extended
 - The field experience/student teaching may be repeated the next term
 - Counseling for consideration of other career options will be recommended
 - In some cases, a procedure will be initiated by the program director in which the teacher candidate may be removed from the chosen education program.
 - See Candidate Removal Policy.

WSU Informal Observation Feedback Form- for Phase 1 Candidates

Candidate Name:

Course:

Date:

Context of Observation:

Grouping:

- ☐ Whole group
- ☐ Small group
- ☐ One-on-one
- ☐ Other

Type:

- ☐ Tutoring work
- ☐ Assisted CT with lesson
- ☐ Co-taught lesson
- ☐ Led lesson independently
- ☐ Other

Lesson Plan Information

- ☐ Lesson plan or abridged lesson plan submitted
- ☐ Lesson plan not submitted (not required)
- ☐ Taught lesson planned by CT
- ☐ Taught lesson planned by self
- ☐ Taught co-planned lesson
- ☐ Other

Dispositions				
Item	Met	Partially Met	Not Met	Not Observed
a. Prepared for observation/expected tasks				
b. Demonstrated initiative				
c. Demonstrated positive rapport and respect with student(s)				
d. Demonstrated appropriate communication (in verbal and/or written form)				
e. Demonstrated patience				
f. Demonstrated effective classroom presentation skills				
g. Displayed professional appearance				
h. Responded positively to constructive criticism				
STRENGTHS:				
AREAS FOR IMPROVEMENT AND/OR EXPLORATION:				

OPFE Lesson Plan Template (See * items for an abridged phase 1 acceptable plan)

*Content Area:	*Grade Level:
Lesson Title:	*Estimated Duration in Minutes:

***Standard(s):** *What state or national learning standards are being addressed?*

***Learning Target(s):** *Student friendly I can or I will statements derived from standards. They need to be clear and specific. The behaviors (verbs) need to be observable. They need to be measurable.*

Essential Question(s): *What question(s) will guide students' learning for this lesson? These should stimulate thought and be open-ended.*

***Assessment:** *How will you know that students have met the learning targets? Be specific and describe what success looks like. Tell what you will do and how you will document it, even if the assessment will happen at a later date. Also note how you will use the assessment data for planning purposes. If scoring guides are needed, include these.*

***Materials:** *What materials and resources will you use to teach your learning target(s)? Include any teacher created materials with the lesson plan in the order they appear in the procedures.*

***Procedures:** *How exactly will you teach this lesson? Bullet the steps will you take to ensure your students will meet the learning target(s). Include higher and lower-level questions you will ask. Consider how you will engage your students, keep them actively involved, and close the lesson. How will you manage the students (i.e. expectations, behavioral supports, partnering/grouping, offering choices, pacing, transitions, etc.)?*

Beginning:	<i>How will you engage your students in your lesson opening/ what is your hook and introductory activity? How will you activate prior knowledge? How will you connect with past lessons? Share your learning targets.</i>
Middle:	<i>What questions will you ask students to encourage deep thinking during the lesson? How will you keep your students engaged and support their learning? Consider including practice activities, vocabulary, inquiry instruction, mini lesson(s), modeling, small group structures, and/or informal assessment checks.</i>
End:	<i>How will you close your lesson? Describe closure activity. Consider independent practice and/or formative assessment.</i>

Differentiation/Adaptations: *Go beyond the best practices already in place in your lesson. How will you even further address the diverse needs of your students? List specific supports, accommodations or modifications as they pertain to your students. These are things you may or may not use, but you will be ready for them. Consider students who may struggle and those who may catch on quickly.*

Rationale:

Part 1: Why is this lesson important to the students' learning? Note that if it is standards based, we know the standard makes it important to teach. You must go beyond that. You may also explain how the lesson was planned using student data. (Data Guided Decision Making)

Part 2: How do your methods, materials, and/or activities address what you know about best practices grounded in theory or research? Address student developmental needs, cultural relevancy, and assets here and how you address these with the methods, materials, and/or activities chosen.

References Please cite any resources and references used that helped you plan this lesson. If you revised a lesson you found elsewhere, please note that as well.

Candidate Disposition Inventory (CDI)

Dispositions are operationally defined as tendencies or beliefs that are conveyed or made public through observable behaviors. Identify your choice by selecting the appropriate level. Complete the following inventory in accord with the following scale as a means to describe the manner in which each behavior has been exemplified. Please remember that students are graded with respect to their level of acceptable behavior or their deviation from it. A score of 3 is given to students for whom you have not observed any behaviors that would lead you to believe that their dispositions are anything other than acceptable. Scores that approach 1 should be given to students whom exhibit less than acceptable behaviors and scores that approach 5 should be reserved for students who exhibit exceptional behaviors.

Strongly Disagree 1 Somewhat Disagree 2 No evidence to believe otherwise 3 Agree 4 Strongly Agree 5

Professional Commitment and Responsibility: The candidate demonstrates a commitment to the profession and adheres to the legal and ethical standards set forth by it. The student:

- | | | | | | |
|--|---|---|---|---|---|
| 1. Maintains appropriate confidentiality | 1 | 2 | 3 | 4 | 5 |
| 2. Demonstrates compliance with laws/regulations | 1 | 2 | 3 | 4 | 5 |
| 3. Demonstrates compliance with policies/standards | 1 | 2 | 3 | 4 | 5 |
| 4. Maintains professional appearance | 1 | 2 | 3 | 4 | 5 |
| 5. Is prepared for class or appointments | 1 | 2 | 3 | 4 | 5 |
| 6. Is punctual for class or appointments | 1 | 2 | 3 | 4 | 5 |
| 7. Demonstrates academic integrity | 1 | 2 | 3 | 4 | 5 |

Professional Relationships: The candidate develops, maintains, and models appropriate relationships within the workplace, community, and larger society. The student:

- | | | | | | |
|---|---|---|---|---|---|
| 8. Demonstrates high expectations for others | 1 | 2 | 3 | 4 | 5 |
| 9. Demonstrates respect for the beliefs of others | 1 | 2 | 3 | 4 | 5 |
| 10. Demonstrates effective collaboration skills | 1 | 2 | 3 | 4 | 5 |
| 11. Demonstrates respect for cultural differences | 1 | 2 | 3 | 4 | 5 |
| 12. Demonstrates compassion for those experiencing difficulty | 1 | 2 | 3 | 4 | 5 |
| 13. Demonstrates patience during the learning process | 1 | 2 | 3 | 4 | 5 |
| 14. Demonstrates flexibility during the learning process | 1 | 2 | 3 | 4 | 5 |

Critical Thinking and Reflective Practice: The candidate demonstrates a commitment to continuous development within the profession. The student:

- | | | | | | |
|--|---|---|---|---|---|
| 15. Demonstrates critical thinking in written or verbal form | 1 | 2 | 3 | 4 | 5 |
| 16. Addresses issues of concern professionally | 1 | 2 | 3 | 4 | 5 |
| 17. Responds positively to constructive criticism | 1 | 2 | 3 | 4 | 5 |
| 18. Actively seeks out new information | 1 | 2 | 3 | 4 | 5 |
| 19. Seeks help when needed | 1 | 2 | 3 | 4 | 5 |
| 20. Demonstrates personal progress | 1 | 2 | 3 | 4 | 5 |
| 21. Demonstrates reflective practice in written or verbal form | 1 | 2 | 3 | 4 | 5 |

List strengths/areas of improvement:

CDI Score: P or U

Is the candidate ready for the next field experience? YES NO IN PROGRESS

Have the results of the CDI been communicated with the candidate? YES NO

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WSU Field Experience Professional Behaviors (PBF)

Complete the following rating scale as a means to describe the manner in which each behavior has been exemplified. Please remember that students are graded with respect to their level of acceptable behavior or their deviation from it. A score of 3 is given to students for whom you have not observed any behaviors that would lead you to believe that their behavior is anything other than acceptable. Scores that approach 1 should be given to students whom exhibit less than acceptable behaviors and scores that approach 5 should be reserved for students who exhibit exceptional behaviors.

Strongly Disagree 1

Somewhat Disagree 2

No evidence to believe otherwise 3

Agree 4

Strongly Agree 5

* Program

* The candidate demonstrates the following behaviors:

	1 - Strongly Disagree	2 - Somewhat Disagree	3 - No evidence to believe otherwise	4 - Agree	5 - Strongly Agree
1. Demonstrates an enthusiasm for teaching	1	2	3	4	5
2. Demonstrates an eagerness to work with students	1	2	3	4	5
3. Displays initiative, a willingness to be involved without constant direction	1	2	3	4	5
4. Meets deadlines and obligations	1	2	3	4	5
5. Uses grammatically correct written and verbal communication with students, faculty and/or parents	1	2	3	4	5

List strengths/areas of improvement:

Glossary of Acronyms

• AYA	Adolescent/Young Adult
• BCI	Bureau of Criminal Identification & Investigation
• BLT	Building Leadership Team
• CAEP	Council for the Accreditation of Educator Preparation
• CC	Concern Conference
• CHEH	College of Health, Education, and Human Services
• CDI	Candidate Disposition Inventory
• CFAST	Candidate Preservice Assessment of Student Teaching
• CT	Cooperating Teacher
• edTPA	Teacher Performance Assessment
• EED	Elementary Education
• EL/ELL	English Learner or English Language Learner
• EPP	Educator Preparation Program
• ERC	Education Resource Center (located in Dunbar Library)
• FBI	Federal Bureau of Investigation (Federal Background Check)
• GIS	Gifted – Intervention Specialist
• HPR/HPE	Health Education & Physical Education
• IAT	Individual Assistance Team
• IEP	Individualized Education Program
• IHE	Institute of Higher Education
• IS	Intervention Specialist
• K-12	Kindergarten through 12 th Grade
• LMS	Learner Management System (ex) Google Classroom, Pilot
• MCE	Middle Childhood Education
• MA	Multi-Age
• MTSS	Multi-Tiered System of Supports
• ODEW	Ohio Department of Education and Workforce
• ODHE	Ohio Department of Higher Education
• OPFE	Office of Partnerships & Field Experiences
• PBF	Professional Behaviors Form
• PBIS	Positive Behavior Intervention and Supports
• PD	Professional Development
• P-12	Preschool through 12 th grade
• PTP	Preservice Teacher Permit
• SBoE	State Board of Education
• SEL	Social and Emotional Learning
• SPA	Specialized Professional Association
• SPED	Special Education
• STEM	Science, Technology, Engineering, and Math
• TBT	Teacher Based Team
• WMSLL	Watermark Student Learning and Licensure

Glossary of Terms

- Classroom Context Form-** a documentation of the demographics and needs of the student population at a candidate's assigned placement. This form allows OPFE to track the diversity of settings that candidates are experiencing. This is submitted electronically on WMSLL
- CDI-** The acronym stands for Candidate Disposition Inventory. The CDI form is used during the phase 1 field experience during the midterm and final. It serves as a formative and summative assessment. Candidates must earn scores of 3, 4, or 5 to pass the course.
- CPAST-** The acronym stands for Candidate Preservice Assessment of Student Teaching Programs. The CPAST form is used during the student teaching field experience during the midterm and final. It serves as a formative and summative assessment. The rubric includes two subscales: (1) Pedagogy and (2) Dispositions.
- edTPA-** a student teacher performance assessment developed by the Stanford Center for Assessment, Learning and Equity (SCALE). Passing score in Ohio is 37; 34 for World Languages.
- Formal Observation** - a scheduled observation of 30-50 minutes of the teacher candidate conducting a complete lesson that he/ or she has planned. A lesson plan in an accepted WSU lesson plan format must be included. Supervisors may require this be submitted in advance of the observation. Results of the observation should be shared with teacher candidate immediately following the observation. This is also called a lesson assessment. (Not used in phase 1)
- GoReact-** A cloud-based video feedback tool utilized for virtual supervision. Candidates upload videos to GoReact for supervisor feedback
- Informal observation-** a scheduled observation for 15 to 20 minutes of the teacher candidate interacting with group(s) of students. Examples include leading a routine, read aloud activity, working with a small group, one-on-one tutoring, and assisting cooperating teacher with a lesson. Results of the observation should be shared with teacher candidate immediately following the observation. Informal observations do not require a formal written lesson plan; however, supervisors may ask for some level of preparation and may require a submission or abridged plan of some type. If this is the case, supervisors will communicate this to candidates.
- Lesson Assessment** – the assessment tool used to document formal observations of the teacher candidate by both the university supervisor and the cooperating teacher. It is based on the Ohio Standards for the Teaching Profession. (Not used in phase 1)
- PBF-** The acronym stands for the Field Experience Professional Behaviors Form. The PBF is used during the phase 1 field experience during the midterm and final. It serves as a formative and summative assessment. Candidates must earn scores of 3, 4, or 5 to pass the course.
- Pre-CPAST-** an assessment tool used by most programs for the semester before the student teaching semester (not used in phase 1)
- Specialized Professional Association (SPA) assessment** – assessment completed by the university supervisor that focuses on the teacher candidate's content area(s). Used for practicum (second license or endorsement candidates only).
- Student Teacher-** Phase 3 teacher candidates only; candidates who attend all day, every day for the term, responsible for planning, assessing, organizing, and managing instruction.
- Time Logs-** Assignment associated with attendance documentation for all field experience hours- submitted electronically on WMSLL
- Watermark Student Learning and Licensure (WMSLL)** - an assessment, accountability and management system to help colleges and universities meet requirements for accreditation.