



WATSON COLLEGE OF EDUCATION
UNIVERSITY OF NORTH CAROLINA WILMINGTON

Field Experience General Expectations for Secondary Students

1. **When you receive your placement, please contact your school immediately.** If a specific teacher is listed for your placement, contact that teacher directly. In all other cases, contact the site coordinator regarding your availability and any special requests. Teachers are not generally available to take phone calls during the day. If you leave a phone message, provide clear contact information and a local phone number so a return call can be made. **Teachers cannot make long distance calls from their schools.**
2. **You are expected to begin your field experience immediately.** It takes time to make the initial contact and set up a visitation schedule, so it is important to get started right away. Once you have arranged a schedule of visitation with the classroom teacher, you are expected to keep each appointment unless your absence is an emergency. Please notify the classroom teacher as soon as possible if you are going to be absent.
3. **You are expected to provide your own transportation** to your field experience. Field experience placements are not always available within walking distance of the university, your home, or place of work, and it is your responsibility to arrange transportation to any placement assigned by the Professional Experiences Office within a reasonable distance.
4. **Professional attire is mandatory.** You are now in the role of teacher and your dress needs to reflect this new professional role. Unprofessional dress will not be tolerated by our public school partners nor the Watson College of Education. Principals will ask you to leave the premises if your attire is not appropriate. Most school systems in our area are tightening the dress code for teachers and you are expected to maintain these same standards. The following attire is NOT acceptable:
 - Jeans
 - Shorts
 - T-shirts
 - Tank tops or spaghetti straps not covered by an outer garment
 - Overly short skirts
 - Flip Flops or Tennis Shoes
 - Exposed midriffs
 - Exposed cleavage
 - Any attire that is excessively tight, revealing, obscene or disruptive to the learning environment
 - Any clothing that promotes alcohol, tobacco and controlled substances or displays profanity or sexual words and symbols
 - Nose-rings, lip-rings, face-rings or excessive earrings
 - Exposed tattoos

5. **You are establishing your professional reputation** as you complete your field experience. Be sure that your behavior is professional and that you create a positive impression. Those who you interact with may be the people who will be making internship placement decisions and/or be on the interview committee when you are seeking your first teaching position.
6. Be sure to **have the classroom teacher approve any lesson plans** that you design prior to presentation so that your lesson will support and fit the curriculum that is being taught in that setting.
7. **It is very important that you sign-in at the front desk as a school visitor and put on a nametag** at the start of each visit so that all school personnel know who you are and why you are there.
8. **Complete an entry in your Verification Log for every visit. Turn in completed forms to your course instructor once you have completed field experience requirements.**
9. **Know the requirements for each of your field experience courses and be able to articulate them to your partnership teacher.** Your partnership teacher should not have to contact the university to find out the requirements you are fulfilling in their classroom.
10. Any questions or concerns, please contact Ms. Stephanie Glowa at 962-3086, glowas@uncw.edu or in EB 314.