

School and Community Experiences

Expectations and Professional Responsibilities for Participants in Community Field Experiences

University students enrolled in EDUC 201 are considered field experience participants. It is extremely important to display characteristics of professionalism in all aspects of your placements. The following are expectations and professional responsibilities of the participants. Participants will:

1. be familiar with stated program goals and expectations of the course, course instructors, TA supervisors, community agencies, and on-site coordinators, as well as all other program participants.
2. be punctual, regular in attendance and participate in all instructional classes; complete assignments as outlined in the course syllabus.
3. follow all community agency/site policies and procedures.
4. inform on-site coordinators when the university TA supervisor or other program participants are scheduled to make a site visit (if applicable).
5. be punctual and regular in attendance for field experience participation. Each on-site coordinator will determine the time to arrive and leave the agency. In case of illness or emergency, you will notify your current on-site coordinator and university TA supervisor immediately.
6. ask for feedback about progress, in light of course goals and agency mission/vision, and try to implement suggestions immediately.
7. dress in professional manner and maintain proper personal hygiene.
8. guide your conduct in terms of professional ethics.
 - treat others with respect.
 - always honor confidentiality
 - remain open to new perspectives and experiences
9. openly ask questions of appropriate participants for clarification.
10. use your best judgment in sharing site concerns/problems as to the proper protocol. Proper communication is the key to successful relationships. Determine who should be the first line of communication- on-site supervisor, course TA, course instructor, SCE staff. If a satisfactory resolution is not reached, the issue will be referred to the Director of School and Community Experiences.
11. keep accurate time cards for approval by on-site supervisors and university TA supervisors.
12. complete evaluations of each field placement experience.