Field Services Handbook

The LeBron James Family Foundation

College Of Education

The University of Akron

A resource for students who are engaged in field experience.
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Contact Information

<table>
<thead>
<tr>
<th>Director –</th>
<th>Admin Assistant – Katie Feudner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liaison –</td>
<td>Ph: 330-972-7961</td>
</tr>
<tr>
<td></td>
<td>E: <a href="mailto:caf44@uakron.edu">caf44@uakron.edu</a></td>
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</tbody>
</table>
| Dr. Peg McCann
Supervisor of Field Office |                               |
| E: plm@uakron.edu |                               |

Location

<table>
<thead>
<tr>
<th>Mailing address:</th>
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<tbody>
<tr>
<td>302 Buchtel Common</td>
</tr>
<tr>
<td>Akron, Ohio 44325-4203</td>
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</table>

<table>
<thead>
<tr>
<th>Physical address:</th>
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<tbody>
<tr>
<td>002 Zook Hall</td>
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<table>
<thead>
<tr>
<th>Hours (school year):</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am – 5pm</td>
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<table>
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<tr>
<th>Hours (summer):</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am – 4:30pm</td>
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Deadlines and Timelines

Prior to the start of the semester the Field Office will secure field placements for each course requiring field/clinical experiences. These placements will be emailed to the instructor at the start of the semester, along with information about the protocols to be followed for our students, and for our instructors.

At the end of the semester you will be given a link to complete a FIELD SURVEY. This survey should be completed for EACH field course you take. You will receive an email back with information you entered into the survey. This information will help you remember where you completed your placement, the number of hours you completed, and an overview of skills learned in the experience. Include this information in your resume.
What is “field experience” or “clinical” and why are they important?

Clinical experiences, also called field experiences, are on and off-campus activities that provide teacher education candidates with opportunities to apply theories and concepts studied in course work. Field Experience placements are secured by The Office of Student Teaching and Field Experience, directed by University of Akron faculty, facilitated by teacher mentors, and are an integral part of education courses leading up to student teaching. Activities include, but are not limited to, observing, tutoring, mini-teaching, lesson planning, and developing instructional materials. Clinical experiences may take place in public or non-public schools, or in community agencies approved by the University of Akron.

To support these activities, the Field Services Office has developed relationships with several local school districts and agencies based on the field experience needs of each course in the teacher education program. Specific prearranged agreements allow the Field Services Office to ensure our students receive diverse and appropriate exposure to a variety of educational settings during the field experience portion of the teacher education program. Having pre-assigned placement locations for each course also expedites the matching and placement confirmation process. The timing of placements however, is dependent upon the availability, response and needs of our P-12 partner during a given semester. Our policy is to make placements based on the aforementioned prearranged agreements with schools and agencies in the Greater Akron and surrounding areas.

The University of Akron, College of Education is committed to providing clinical experiences that are developmental and sequential. This allows teacher candidates to have the opportunity to build upon their foundational base of knowledge, technology, diversity and ethics and to facilitate their abilities as Educator as Decision Maker at every level of their professional education program.

The College of Education has identified four phases through which the candidates progress. The phases are defined so that the candidates have the opportunity to learn about learners, learn the principles of teaching, learn to apply the principles of teaching and finally learn to teach.

**PHASE ONE: LEARNING ABOUT LEARNERS**: In Phase I, candidates are provided with field experiences which are primarily observational in nature. The candidates observe P-12 students within their system and the context of their learning or educational environment in the form of various school systems and board meetings. Students also observe P-12 students that are typically developing and those with exceptionalities. These observations take place in planned urban or suburban settings so that candidates are able to observe various aspects of diversity within the educational setting and how all aspects of the classroom environments as well as the characteristics of the learner impact student learning.

**PHASE TWO: LEARNING ABOUT TEACHING**: In Phase II, candidates are provided with the opportunity to learn about how issues such as careful classroom planning, assessment, diversity and social issues, and management impact student learning. In this Phase, candidates are provided with increased opportunities to combine theory and practice under the supervision and guidance of the university faculty person in conjunction with the classroom teacher. Candidates are provided with feedback on their performance and ability to utilize these skills to impact student learning in individualized, small group, or large group instruction.

**PHASE III LEARNING TO APPLY THE PRINCIPLES OF TEACHING**: In this phase, candidates increasingly learn about, apply and synthesize information specific to their licensure areas. There is increasing emphasis upon connecting theory to practice.

**PHASE FOUR: LEARNING TO TEACH**: In the final phase, candidates are increasingly independent and responsible for application of theory to the day to day planning and decisions found in the educational setting. In this phase, they must demonstrate how they positively impact student learning as well as work collaboratively with parents/caregivers and colleagues.
<table>
<thead>
<tr>
<th>Key Term</th>
<th>Definitions</th>
<th>Use</th>
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<tbody>
<tr>
<td>AYA</td>
<td>Adolescent/Young Adult</td>
<td>When referring to licensure area</td>
</tr>
<tr>
<td>BCII</td>
<td>Bureau of Criminal Identification and Investigation (Ohio)</td>
<td>Background check/report – necessary for onsite experiences at school and agencies</td>
</tr>
<tr>
<td>C &amp; I</td>
<td>Curriculum and Instruction</td>
<td>Department name</td>
</tr>
<tr>
<td>EC</td>
<td>Early Childhood</td>
<td>When referring to licensure area</td>
</tr>
<tr>
<td>ECIS</td>
<td>Early Childhood Intervention Specialist</td>
<td>When referring to licensure area</td>
</tr>
<tr>
<td>EFL</td>
<td>Educational Foundations and Leadership</td>
<td>Department name</td>
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<td>ELL</td>
<td>English Language Learners</td>
<td>When referring to endorsement</td>
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<tr>
<td>EC Form</td>
<td>Employed Candidate Form</td>
<td>From given to instructor if you are working and seeking to do your field/clinical work at your work location during non-paid hours. Must be approved by your instructor (based on age group and type of experience needed for the course) in order to use this placement</td>
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<tr>
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<td>English as a Second Language</td>
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<td>FCS</td>
<td>Family, Consumer Sciences</td>
<td>When referring to licensure area</td>
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<td>Field Services</td>
<td>Short name for The Office of Student Teaching and Field Experience</td>
<td>Department name</td>
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<tr>
<td>SpEd M/M</td>
<td>Special Education Mild/Moderate</td>
<td>When referring to licensure area</td>
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<td>P-12</td>
<td>Preschool through grade 12</td>
<td>When referring to public/private school partners</td>
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<td>SpEd/SPED</td>
<td>Special Education</td>
<td>When referring to licensure area</td>
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List of courses that require field/clinical experience
(List under revision as program changes are made)

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tr>
<td>5100:200</td>
<td>Intro to Ed</td>
<td>10</td>
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<tr>
<td>5100:695</td>
<td>Psych of Instruct</td>
<td>50</td>
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<tr>
<td>5200:215</td>
<td>Child Fam School</td>
<td>10</td>
</tr>
<tr>
<td>5200:325</td>
<td>Adv EC Curr</td>
<td>33</td>
</tr>
<tr>
<td>5200:453</td>
<td>Building Understanding</td>
<td>20</td>
</tr>
<tr>
<td>5200:454</td>
<td>(new) Inquiry Based Learning</td>
<td>20</td>
</tr>
<tr>
<td>5250:342</td>
<td>Math to MC</td>
<td>15</td>
</tr>
<tr>
<td>5250:300</td>
<td>MC Ed</td>
<td>15</td>
</tr>
<tr>
<td>5250:333</td>
<td>MC Sci</td>
<td>15</td>
</tr>
<tr>
<td>5250:338</td>
<td>MC SS</td>
<td>15</td>
</tr>
<tr>
<td>5250:342</td>
<td>MC Math</td>
<td>15</td>
</tr>
<tr>
<td>5250:350</td>
<td>LA &amp; Media to MC</td>
<td>15</td>
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<tr>
<td>5300:330</td>
<td>Teach ML Lit LA</td>
<td>30</td>
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<td>5300:420</td>
<td>Instructional Techniques</td>
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<td>5500:430</td>
<td>Clinical Teaching</td>
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<td>5500:445</td>
<td>Eval Lang Lit</td>
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<td>5500:693</td>
<td>Inst &amp; Mgmt</td>
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<td>5610:450</td>
<td>SPED Early Ch</td>
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<td>5610:451</td>
<td>SPED M/M II</td>
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<td>5610:452</td>
<td>SPED Transitions</td>
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<td>5610:461</td>
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<td>5610:550</td>
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<tr>
<td>5610:561</td>
<td>SPED EC M/I</td>
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Field/Clinical Experience Decorum

Completing your field hours in the educational setting is an essential part of your program requirements. As a student from The University of Akron, you are expected to demonstrate professional conduct and behavior consistent with that of educators at all times. Professional behavior and a disposition that contributes to the learning environment will benefit both University of Akron students and our p-12 partner schools. Professional behavior may also enhance your chances for employment in that district or the ability to obtain references.

It is important that you follow the mandatory requirements noted below during field experiences and all times in school settings. These requirements provide operational definitions of professional behavior and expectations. If you believe you require special consideration, please speak to your course instructor about exceptions. Also, university instructors have discretion to intervene for unique situations that may not be described below. Failure to follow requirements for field experiences may result in such action as is deemed necessary and prudent, including but not limited to, removal from the field experience by the school, by the University, or both.

**Attendance, Punctuality and Other School Policies**

1. Take a copy of your current (within a year) BCI/FBI to the office of your location. These must be done YEARLY as you go through your Pre-Service training. You MUST give a copy to the school as it is required by the state of Ohio that all visitors, volunteers, have this documentation prior to working in the classrooms. If you need to update your forms, we recommend you do so at our UA Police Department. Ask them to send a copy of you documents to ODE (Ohio Department of Education) as they will then be on file when you eventually apply for licensure.
2. Early Childhood placements require additional paperwork when working in preschools and Headstart programs. Be certain to ask your instructor for the link for the current paperwork required by Preschools and Headstart programs.
3. Be aware that some students have lost placements when they did not make timely visits to their field locations. Also, please be certain to complete your field work in the specified time block (if one is given.)
4. Completion of all field experience hours is required. If you are ill, have a family emergency or other excused absence, you are to notify both your university instructor and the school. Vacations are not considered excused absences. Do not knowingly expose any school personnel or child to a contagious disease that may compromise the health of the p-12 students or staff. Students not completing their field/clinical work for a specific course face failure of that course. The field component is required and mandatory as part of the Pre-Teaching Training.
5. Students may NOT make their own field/clinical placements. COE works to provide you varied clinical/field experiences so you have a wide variety of learning experiences. If you are employed and your location fits the needs and requirements of your field work, you must secure permission both from your work site and your instructor (filling out the EC-Employed candidate form.) Remember, all field work is done during NON-PAID hours.
6. Take a copy of the expectations for your course to your placement and share with your mentor teacher so you can plan to meet the demands of your course during your experience.
7. Demonstrate punctuality. Be on time. Try to avoid disrupting classes by arriving after classes have started or before a class is finished. If possible, arrive and leave during class changes or other transition times. It is understood that students may need exceptions due to conflicts between university time schedules and the field site time schedules. Notify your site and your university instructor/supervisor if you are going to be late. Sign in at the school office.
8. Go to the school only at your assigned times unless you have specific permission for an alternative time approved by your university instructor.

9. Make certain that any documentation/signatures regarding the completion of the field hours are completed as instructed.

10. Observe all pre-K – 12 school policies and procedures (e.g. adhere to school parking rules, follow copy machine etiquette, etc.).

11. Familiarize yourself with school disciplinary/medical/crisis procedures. If there is a question about your role, please seek clarification from the field site and/or the university instructor.

12. If at any time you are uncertain about requests made from your classroom instructor, inform your university instructor immediately.

13. Do not provide personal transportation to any p-12 students. Maintain professional boundaries at all times and do not arrange individualized, outside of school social activities with students or families.

14. Wear your UA Student ID visibly at all times and be ready to produce this if you are questioned. Wear any identification badge as required by the school.

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**Dispositions and Courtesy**

1. Be courteous to ALL school personnel with whom you come in contact.

2. Remember, you are a representative of The LeBron James Family Foundation College of Education. Dress and act in a professional manner. Do NOT text, etc. Many of our students have secured employment because of their professional performance done during field/clinical experiences.

3. When asked to participate in an activity other than one specifically aligned with your university assignment, accept the request graciously. If the request is over and above expectations, be courteous and inform your university instructor for resolution.

4. Do not interrupt classes (e.g., when two or more university students are assigned to the same room, do not talk to each other or type on your laptop). Enter and leave the room quietly.

5. Turn off your cell phone during your field experience.

6. No food or beverages are permitted in schools or classrooms.

7. Be aware that any information you post on public internet sites is available to future employers and colleagues. Therefore, discretion is advised.

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**Appearance and Dress**

1. It is required that the student demonstrate an appropriate professional appearance and demeanor at all times during the field experience. Consider each visit to the school as an informal “interview” for a teaching position.

2. Attempt to dress and maintain hygiene in a manner consistent with the educators, staff and administrators at your field site. Business attire is generally an acceptable standard. For example, it is required that the following items are not worn in the field sites: shorts, short skirts (shorter than mid-thigh), sunglasses, hats, flip-flops, bedroom slippers or clothing that gives the impression of pajamas, jogging suits, garments that don’t meet in the middle and expose skin, any clothing with writing (other than small brand name logos or labels), any clothing that is too low, too short, too tight. (If you have to ask someone if your outfit is appropriate, it probably isn’t). If a field site teacher or administrator makes a recommendation regarding your manner of dress or hygiene, you are expected to cooperate to the best of your ability. Exceptions to these guidelines can be made with the approval of your university instructor.
Legal and Ethical Issues

1. University assignments related to these experiences must be written in a professional manner. While the assignment may require a description or analysis of teaching methods or other classroom variables as they relate to your course content, you are not to critique personal characteristics of administrators, teachers or students. You are not to make any statements that you cannot support with objective observational data. When writing reports, consider that what you write may be read by administrators, the teacher, other teachers or parents. If you use terms and content that is unprofessional and could be considered insulting, it should not be written. For example, you should not describe any child with terms such as “dirty, lazy, obnoxious” etc. Consult with your classroom instructor for suggestions regarding appropriate and professional writing if you are attempting to describe behaviors beyond the range expected of students in your particular setting.

2. Confidentiality is a must. In your observation reports, omit names of teachers, children, school or district information so as to maintain a professional policy of confidentiality. In addition, you are not to informally share any identifiable or confidential information with outside individuals such as your friends or family. Please familiarize yourself with FERPA laws and how they apply to professional communication in the p-12 setting. You are not to take any student records outside of the field setting. You must obtain permission if you anticipate taking pictures, videos, or recordings of any nature of the students in your classrooms, or at any school related activities/functions.

3. Be aware that you are a mandated reporter. If a situation arises, inform your instructor, cooperating teacher and building immediately. You remain obligated to report any incident of suspected abuse or neglect. You are also under an obligation to report any statements or behaviors that suggest possible harm to self or others. Consult with the building administrator immediately if you are aware of situations which pose the possibility of risk and inform your university instructor.

4. Please be certain your social media is “clean” from anything which could be considered unprofessional (comments on your timeline, pictures, “like” pages which are inappropriate, etc.)

As stated above, the above requirements are not meant to include all possible situations or events that you may encounter when in your field settings. If any situation or event arises which gives you cause for concern, consult with your university instructor and/or field site teacher or administrator for clarification and direction. In addition, if the school setting has policy requirements not listed above, The University of Akron student is expected to comply with those expectations. If discrepancies exist between UA and school policies, the student should inform The University of Akron instructor and seek resolution.

Liability Issues Related to Field Experience

You are only permitted to be in the classroom with students under the supervision of your mentor teacher. You should not be left alone to supervise students if your mentor teacher leaves the room.

You should not be expected to fulfill the role of a substitute teacher if your mentor teacher is out.

At times, situations may occur in a classroom, which require intervention of a professional, licensed teacher or administrator. You should refrain from intervening within these situations. Allow your mentor teacher or an administrator to handle the situation.

*Your mentor teacher should be aware of these requirements.
Conflict of Interest Policy

The objective of the Office of Student Teaching and Field Experience is to place each student in settings that will provide an environment in which learning objectives for specific courses can be met. To that end, The University of Akron believes, and the school districts generally agree, that it is not in the best interests of the University of Akron student to complete field experiences in a place where a family member holds a position of responsibility. The university will only place in settings in which the objectivity of any work or evaluations will not be compromised.

What is “service learning”?

Service learning is a component of an educational program that helps prepare a student for the environment in which they will eventually work (i.e., school building). Service Learning is a volunteer type exposure where students go into the community and provide services or support, such as reading to students, while gaining valuable experience that can be applied to future educational opportunities. Although different from field experience, service learning experiences help the student acknowledge the needs of community as well as bolster the overall learning experience. Sometimes the definitions of ‘service learning’ and ‘field experience’ overlap, but the distinction is noted by your instructor in the course syllabus.

*NOTE: Service learning hours are not coordinated by the Field Services Office.

What paperwork do I need for my field experience?

BCI/FBI Documentation

A current copy of your BCI/FBI check, dated within 1 year, is required for all placements. Please note if your BCI/FBI expires during your field placement, you may be required to submit an up to date copy. BCI/BCI normally take two to three weeks to receive after submission. However, this is just an estimate and in some instances it could take longer. You should be prepared to provide a copy of your BCI/FBI to the building administrator when you arrive on the first day and may be required to provide it prior to your first day. Any decisions regarding who may or may not enter their school buildings are up to the individual district administrators.

IMPORTANT NOTE: Decisions will be made on an individual basis regarding securing another placement in the event that a placement is rejected due to a BCI/FBI check.
Special Notice Regarding Early Childhood (Pre-K – 3) Field Placements:

Field placements at a Headstart location or private preschools require additional paperwork for the field placement student. Review the Early Childhood checklist (Appendix B) to be certain that all paperwork required is completed and taken with you either prior to the beginning of your field experience, or on the first day of your field experience. Failure to have the correct paperwork will result in a delay of beginning your placement. Be certain to keep copies of all paperwork as you will need it for each Early Childhood field placement.

Please also follow this link to the necessary paperwork on our webpage: http://www.uakron.edu/education/current-students/student-teaching/field/ECforms.dot

Field Placement Removal Process

If a teacher candidate is withdrawn from a clinical placement at the request of the school administration, the cooperating teacher, the course instructor or the Office of Student Teaching and Field Experiences, decisions on how to proceed will be made on an individual basis by the parties involved in the removal. The possibility does exist for the entire experience to be repeated. Please also note that an additional placement is not always an available option. You should contact your instructor and the Field Services Director immediately, if you are in a situation where removal has occurred.

Additionally, all university policies regarding student conduct continue to be in effect during field experiences. Please refer to Code of Student Conduct at www.uakron.edu/sja.

Frequently Asked Questions

Q: What if I am taking more than one course that has field experience requirements?

A: COE courses have different requirements (urban vs. suburban, early childhood vs. secondary, etc.), so you will likely have separate placements for each course. It is important for you to experience a wide variety of experiences as you complete your program plan. Additionally, these experiences should be listed on your resume under “Work Experiences.” When applying for employment, or in the job interview, you should make reference to your various field/clinical experiences and the skills you obtained through those experiences.

Q: I have a job. How can I do my field/clinical hours?

A: Unfortunately, the options for field placements that are in the evening are extremely limited. We have some after-school placements, but these are few and far between. Additionally, these sites usually allow you to complete 1-2 hours per week – not a feasible situation if you need to complete 50 hours of field/clinical experience. The best solution is to be creative with your time. Many UA students have completed their hours by observing everyday during their lunch break. Others have rearranged their work schedules or taken a few days off of work to complete their field hours. Teachers are usually flexible in allowing you to fit your field hours into your schedule. Please contact your instructor if you foresee a problem in complete all the required hours for your course.

Q: What if I am already teaching in a school building; can I complete my field hours there?
A: If you want to do your field hours in the district in which you work, you will need to complete the Employee Candidate Request Form (Appendix A). Once your course instructor has approved your request, you can begin your field hours. Please note that you must get approval through your instructor. Remember, field/clinical hours must be during your NON-PAID time.

*You must be a full time employee to be eligible for Employee Candidate consideration*

**Q: What do I do once I receive my placement?**

A: Contact the location via email, phone, or both, right away. Don’t delay, wait until a holiday break, or hesitate for any other reason before contacting the site or coordinator because this might result in a loss of the placement. Also, when calling your field site, be ready to discuss the days and times you would like to complete your field/clinical hours. Teachers are usually very flexible in allowing you to work out a schedule. Some teachers may also want to know exactly what you will be doing (observing, instructing, etc.) so be ready to discuss your course requirements. Also, make sure to have a copy of your current (within 1 year) BCI/FBI to supply to the field site.

**Q: I haven’t heard back from my mentor teacher. What should I do?**

A: Remember to be patient; teachers are very busy with their classroom responsibilities. However, if it has been more than a week, try contacting them through another method (i.e. email instead of phone). If you still do not hear back after several attempts it might be best to approach the site and ask to meet with your contact person. Remember, all field/clinical placements have been PRE-APPROVED though the specific protocols for that district/location.

**Q: Do I have to keep a field log?**

A: The Field Experience Office does not require a field log. Some instructors require you to keep a log and if this is the case, your instructor should provide you with the log. Always ask your instructor about what your requirements are for the field experience. The Field Services Office does not have any information about individual course/instructor requirements and does not keep any field logs on hand, nor does the Field Office keep track of your hours or where you went for field. You should keep track of this information for both your resume, and for your eventual Student Teaching Application.

**Q: What if there is a problem with my placement?**

A: Discuss the problem with your course instructor. If the course instructor feels that the only viable option is to remove you from the placement, your instructor will contact the Field Services Office immediately to begin the process of obtaining a different placement. Typically the instructor has been given a variety of placement options for each course.

**Q: What if I know someone who works in a school and they said I could do my field/clinical work with him/her?**

A: By policy of the College of Education as well as requests from our P-12 partners, all field placements must be secured by the Field Services Office. Any placements of 10 hours or more that have not been approved by the Field Services Office are not considered official placements and may not count toward the course requirements. We MUST follow the placement protocols for each district/location.

**Q: I am an ECIS wanting to work moderate/intense children. Why aren’t all my experiences in P-3 classrooms?**

A: Understand that the nature of these classrooms are demanding, and the students are often too easily distracted. Keep in mind there are already many adults in the room (Master teacher, various assistants, parent volunteers, handicap providers. Adding to that population often causes the students to become too distracted, or even fearful.
Also, there may only be one ECIS teacher in a building, so whole class placements are difficult to obtain as we must secure placements in a wide variety of schools. Placements may be in Mild/Moderate, or even Inclusion classrooms.

### Troubleshooting

**What to do if….?**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Action</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>You cannot reach the contact person at your field experience location</td>
<td>Contact the contact person through a different means: email, phone call, visit</td>
<td>varies</td>
</tr>
<tr>
<td>You cannot coordinate transportation to and from your field site</td>
<td>Discuss the issue with your instructor</td>
<td>personal/varies</td>
</tr>
<tr>
<td>You do not have a current copy of your BCIFBI</td>
<td>Contact the UAPD or other local police dept. /agency that provides this service. It is no longer allowed for students to enter schools and be in classrooms without these documents.</td>
<td>varies</td>
</tr>
<tr>
<td>You have been removed from your field experience location</td>
<td>Discuss the issue <strong>with your instructor</strong></td>
<td>varies</td>
</tr>
</tbody>
</table>
The University of Akron
Field Experience Placement Form
for an Employed Candidate

(Form to Complete Hours in a District in which the Candidate Works)

Request is for: □ Fall □ Spring □ Summer I □ Summer II □ Summer III

Teacher Candidate Information

Name: 

Phone Number: 

Student ID Number: 

E-mail Address: 

Area of Licensure for degree (include grade level range, and content area; for example, AYA Math):

Course Information

Field Course Number: 

Course Title: 

Course Instructor: 

Number of Field Hours Required: 

District Information Regarding Placement

School district: 

School: 

Subject/Area of Placement
Special Ed., Math, Social Studies, etc.:

Teacher: 

Grade: 

If this is a special education placement, is the teacher a licensed intervention specialist?
□ Yes □ No

I acknowledge that the student named above has informed me of the requirements of their required field observation, and hereby give my permission for said student to complete the hours of observation and/or instruction in the school listed above.

Principal or Supervisor’s signature

PLEASE RETURN THIS FORM TO YOUR COURSE INSTRUCTOR AS SOON AS IT IS SIGNED.
APPENDIX B  Please copy all the following pages.  ALL MUST BE FILLED OUT IN PEN AND TURNED IN TO YOUR INSTRUCTOR AT THE BEGINNING OF THE COURSE. MAKE COPIES AND TAKE WITH YOU TO HEADSTART AND PRIVATE PRESCHOOL PLACEMENTS.
AKRON SUMMIT COMMUNITY ACTION, INC.  
HEAD START/EARLY HEAD START PROGRAM  
STUDENT VOLUNTEER APPLICATION CHECKLIST AND 
PROCESS VERIFICATION

Volunteer Applicant's Name: ________________________________
Name of school/University: ________________________________
Major/Area of Study: ________________________________
Education Level: High School Undergraduate Graduate
Semester/Quarter: Spring Fall Summer Other
Today's Date: ________________________________

STEP #1: PRE-ASSIGNMENT VOLUNTEER APPLICATION CHECKLIST

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>RECEIVED</th>
<th>PENDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer Waiver and Release of Liability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer Confidentiality Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ODJFS Statement of Non-Conviction- JFS 01328 (Rev. 7/2010)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Statement - JFS 01296 (Rev. 9-2011)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Background Check (BCI&amp;I, FBI, as applicable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STEP #2: HS/EHS ADMINISTRATION REVIEW & APPROVAL

<table>
<thead>
<tr>
<th>MANAGEMENT</th>
<th>APPROVED</th>
<th>DISAPPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommend by: Education Consultant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviewed by: Assistant Head Start Director and/or CDC Supervisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STEP #3: HS/EHS SITE & CLASSROOM ASSIGNMENT

<table>
<thead>
<tr>
<th>SITE/CHILD DEVELOPMENT CENTER</th>
<th>TEACHER</th>
<th>SUPERVISOR</th>
</tr>
</thead>
</table>

STEP #4: POST ASSIGNMENT / ORIENTATION (HUMAN RESOURCES)

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>REVIEWED</th>
<th>RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Handbook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confidentiality Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anti-Harassment/Sexual Harassment Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer Code of Ethics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Distribution
VOLUNTEER APPLICATION

If you would like to become a volunteer, please complete the information below. The information on this form will help us to find the most satisfying and appropriate volunteer service for you. Your cooperation in completing this form is appreciated.

PERSONAL DATA

Name (Last): (First): (Middle):

Address (Street, City, State & Zip):

Home Phone:

Emergency Contact (First and Last):

Telephone:

Relation to Emergency Contact (Check One):
☐ Spouse ☐ Parent(s) ☐ Sibling ☐ Grandparent(s) ☐ Aunt ☐ Uncle ☐ Other, Specify relation:

Volunteer Activity Interest (If known):

EDUCATIONAL BACKGROUND

<table>
<thead>
<tr>
<th>Type of School</th>
<th>Name &amp; Location of School or College</th>
<th>Major Course of Study</th>
<th>Circle Last Year Completed</th>
<th>Diploma &amp; Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JR. High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sr. High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CURRENT EMPLOYMENT INFORMATION

Employer Name & Address (City, State and Zip)

Telephone:

May we contact you at this number?: ☐ YES ☐ NO

Job Title:

Supervisor:

Responsibilities:

CURRENT & PREVIOUS VOLUNTEER SERVICE

<table>
<thead>
<tr>
<th>Organization</th>
<th>Location (City/State)</th>
<th>Department</th>
<th>Dates of Service</th>
</tr>
</thead>
</table>

(Over)
1. Have you ever been convicted of a felony? □ YES □ NO If Yes, please explain: ____________________________

(Note: A felony conviction does not disqualify an applicant from volunteering. However, certain convictions may disqualify an applicant from working in the Head Start/Early Head Start Child Development Centers)

2. To assist with placement, please list specialized training hobbies or skills: ____________________________

3. How did you hear about Akron Summit Community Action? ____________________________

4. Have you volunteered with Akron Summit Community Action before? □ YES □ NO If Yes, when: ____________________________

---

**APPLICANT STATEMENT**

I am interested in serving as a volunteer at Akron Summit Community Action, Inc. (ASCA). I am prepared to participating in available/scheduled orientation and training, and comply with supervision in order to devote my time to the organization. As a volunteer applicant, I understand that ASCA requires a reference check. I give permission for ASCA to contact my references. I understand that ASCA reserve the right not to consider and discard any application with is incomplete in any aspect and terminate any volunteer activity based on violations of the *Agency Policies and Procedures*, as applicable to volunteers. I hereby affirm that the information provided on this application is true and complete to the best of my knowledge.

__________________________
(Volunteer Applicant Signature)

__________________________
Date

---

**PARENTAL CONSENT**

*Must be completed by parent or guardian, if volunteer applicant is less than 18 years of age.*

I hereby grant permission for ____________________________ to participate as a volunteer with Akron Summit Community Action, Inc.

__________________________
(Parent/Guardian Print Name)

__________________________
(Parent/Guardian Signature)

__________________________
Date

*Akron Summit Community Action, Inc. is an Equal Opportunity Employer. Background and fingerprint checks are required on all positions (volunteer or paid) with direct child contact. Please advise if you require accommodations.*

---

Revised: January 2006

Human Resources Department
VOLUNTEER WAIVER AND RELEASE OF LIABILITY

I acknowledge that ASCA offers a variety of volunteer opportunities in areas including, but not limited to daycare, social services, food warehousing and distribution and construction; and that these activities may carry with them the potential for death, serious injury and property loss. The risks include, but are not limited to ASCA’s employees, volunteer, clients and potential clients. I hereby assume all of the risks of volunteering for ASCA.

In consideration of my application and permitting me to volunteer at and for ASCA, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) Waive, Release and Discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter occur to me while volunteering for ASCA or my traveling to and from volunteering for ASCA, THE FOLLOWING ENTITIES OR PERSONS:

Akron Summit Community Action, Inc.

and their directors, officers, employees, volunteers, representatives, and agents; (B) Indemnify and Hold Harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made by other individuals or entities as a result of any of my actions or omissions during my time as a volunteer.

I warrant that I am in good health and have no known conditions that would disallow performance of my volunteer duties.

I hereby consent to receive medical treatment, which may be deemed advisable in the event of injury, accident or illness during volunteering.

I am/am not (circle one) covered by a medical insurance plan. If covered by a medical plan, I agree to provide a certificate of such medical insurance to ASCA upon request. I further, assume full responsibility for any and all medical costs associated with injuries I sustain as a volunteer. (over)
I understand that during volunteering or related activities, I may be photographed. I agree to allow my photo, video or film likeness to be used for any legitimate purpose by ASCA.

This waiver and release of liability will be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I hereby certify that I have read this document and that I understand its content.

PRINT NAME ____________________________________________

SIGNATURE _________________________ DATE ____________

PARENT/LEGAL GUARDIAN WAIVER FOR MINORS (Under 18 years old)

The undersigned parent and natural guardian or legal guardian does hereby represent that he or she is, in fact, acting in such capacity and agrees to save and hold harmless and indemnify each and all of the parties referred to above from liability, loss, cost, claim or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act release said parties on behalf of the minor and the parents or legal guardian.

PRINT CHILD’S NAME _______________________________ AGE ______

PRINT GUARDIAN’S NAME ______________________________

GUARDIAN’S SIGNATURE ________________________________

DATE ________________________________
TO: ALL AGENCY STAFF and/or VOLUNTEERS

FROM: Allyson V. Lee, Human Resources Director

DATE: November 14, 2005

RE: Confidentiality Statement

Attached you will find a Volunteer Confidentiality Statement, this form may be obtained in the future through the Human Resources Department or copies can be produced at your work site.

Pursuant to Section VI, D Confidential Records (page 11) of the Personnel Policies all volunteers with access to client records shall sign a statement of confidentiality.

All volunteers with any access to client/employment information or records should read and sign this statement.

- Please send the signed original to the Human Resources Office
- Keep a copy for the employee file worksite
- Volunteer keep a signed copy for your records

In the future all new volunteers will sign this statement during their orientation; this form will be part of their new volunteer paperwork.

Originally distributed 04/28/2003
EMPLOYEE CONFIDENTIALITY STATEMENT

As a volunteer of Akron Summit Community Action, Inc., I may receive or have received confidential information including but not limited to client information, personnel records, health records/information, financial information, private communications or other similar information.

I understand that I am prohibited from disclosing such aforementioned confidential information without appropriate permission from the affected person(s), Akron Summit Community Action, Inc., consultants, or visitors regarding current clients/employees or previous clients/employees shall be based on a legitimate business related basis.

I recognize my obligation to protect such confidential information from improper disclosure and understand that any improper disclosure on my part may result in disciplinary action.

________________________________________  __________________________
Print Name                                                 Date

________________________________________  __________________________
Signature                                                  Date

55 East Mill Street • Post Office Box 2000 • Akron, Ohio 44308-2000 • (330) 376-7730 Fax (330) 996-4040
Website: www.aksumcom.org • email: mailbag@aksumcom.org
Ohio Department of Job and Family Services
STATEMENT OF NONCONVICTION FOR CHILD CARE CENTERS AND TYPE A HOMES

This statement must be signed upon hire and annually thereafter by every: individual owner, administrator, employee, second adult in a child care center or type A home and all persons 18 years of age and older who reside in a type A home. This statement must be kept on file at the center or home.

Name (please print or type)

☐ I hereby attest that I have never been convicted of or pleaded guilty to crimes set forth in division (A)(5) of section 109.572 of the Revised Code and that no child has been removed from my home as described in section 2151.353 of the Revised Code.

☐ I am unable to sign the statement above because I have had a child removed from my home as described in section 2151.353 of the Revised Code.

☐ I am unable to sign the statement above because I have been convicted of a crime included in divisions (A)(5) of section 109.572 of Revised Code.

Signature of Person Completing Form

Date

Street Address

City

State

Zip Code

Telephone Number

Note: Anyone who withholds information from, or falsifies information on this statement is guilty of falsification, a misdemeanor of the first degree. If the offender is an owner of a center or a licensee of a type A home, a type B home provider or an in home aide, the conviction constitutes grounds for denial, revocation, or refusal to renew a child care license or child care certification. If the offender is an employee of a center or type A home, or is a person eighteen years of age or older who resides in a type A or type B home or is an emergency or substitute caregiver, and if the owner or licensee had knowledge of, and acquiesced in the commission of the offense, the conviction constitutes grounds for denial, revocation, or refusal to renew a child care license or child care certification.

Note: All civilian background checks must be submitted electronically through use of WebCheck or other approved methods. More information can be found at: http://www.ohioattorneygeneral.gov/backgroundcheck

▼ CENTERS AND TYPE A HOMES

The administrator is required to sign and date below verifying that fingerprints have been electronically submitted to the Ohio Bureau of Criminal Investigation (BCI), or mailed if electronic processing exemption criteria are met.

A criminal records check for the above named individual was requested on (date) ______

☐ Ohio BCI records check ☐ Federal Bureau of Investigation (FBI) records check (please check)

Signature of Administrator(+) Date

▼ TYPE A HOMES ONLY

☐ The licensee of a type A home must sign the following statement: I hereby attest that no one who resides in my home and who is under eighteen years of age has been adjudicated a delinquent child for committing a violation of any offense listed in divisions (A)(5) of section 109.572 of the Revised Code.

Signature

Date

▼ TO BE SIGNED BY THE ADMINISTRATOR

I have reviewed the results of this person's criminal records check on the following dates: ______ Ohio BCI records check, FBI records check. Section 5104.013 of the Revised Code requires the results of these records checks to be reviewed and approved by the administrator prior to the employee having sole responsibility for children.

Signature of Administrator(++) Date

(+) or (++) Administrators need to sign this section only when a new BCI or FBI criminal records check is requested (+) or completed (++)
Prohibitive Offenses found in division (A)(5) of section 109.572 of the Revised Code

Homicide
R.C. 2903.01 - Aggravated murder
R.C. 2903.02 - Murder
R.C. 2903.03 - Voluntary manslaughter
R.C. 2903.04 - Involuntary manslaughter
Assault
R.C. 2903.11 - Felonious assault
R.C. 2903.12 - Aggravated assault
R.C. 2903.13 - Assault
R.C. 2903.16 - Failing to provide for a functionally impaired person

Menacing
R.C. 2903.15 - Permitting child abuse
R.C. 2903.21 - Aggravated menacing
R.C. 2903.211 - Menacing by stalking
R.C. 2903.22 - Menacing

Patient abuse and neglect
R.C. 2903.34 - Patient abuse, neglect

Kidnapping and related issues
R.C. 2905.01 - Kidnapping
R.C. 2905.02 - Abduction
R.C. 2905.04 - Child stealing (as this law existed prior to July 1, 1998)
R.C. 2905.05 - Criminal child enticement
R.C. 2905.32 - Trafficking in persons

Sex offenses
R.C. 2907.02 - Rape
R.C. 2907.03 - Sexual battery
R.C. 2907.04 - Corrupting a minor
R.C. 2907.05 - Gross sexual imposition
R.C. 2907.08 - Sexual imposition
R.C. 2907.07 - Importuning
R.C. 2907.08 - Voyeurism
R.C. 2907.09 - Public indecency
R.C. 2907.12 - Felonious sexual penetration (as this former section of law existed)
R.C. 2907.19 - Commercial sexual exploitation of a minor
R.C. 2907.21 - Compelling prostitution
R.C. 2907.22 - Promoting prostitution
R.C. 2907.23 - Procurer
R.C. 2907.24 - Soliciting - after positive HIV test driver's license suspension
R.C. 2907.25 - Prostitution
R.C. 2907.31 - Disseminating matter harmful to juveniles
R.C. 2907.32 - Pandering obscenity
R.C. 2907.321 - Pandering obscenity involving a minor
R.C. 2907.322 - Pandering sexually oriented material involving a minor
R.C. 2907.323 - Illegal use of a minor in nudity-oriented material or performance

Arson
R.C. 2909.02 - Aggravated arson
R.C. 2909.22 - Soliciting or providing support for act of terrorism
R.C. 2909.23 - Making terrorist threat
R.C. 2909.24 - Terrorism
R.C. 2909.03 - Arson

Robbery and Burglary
R.C. 2911.01 - Aggravated robbery
R.C. 2911.02 - Robbery
R.C. 2911.11 - Aggravated burglary
R.C. 2911.12 - Burglary

Theft and Fraud
R.C. 2913.02 - Theft; aggravated theft
R.C. 2913.03 - Unauthorized use of a vehicle
R.C. 2913.04 - Unauthorized use of property, computer, cable, or telecommunication property or service
R.C. 2923.02 - Attempt
R.C. 2913.041 - Possession or sale of unauthorized cable television device
R.C. 2913.33 - Making or using slugs
R.C. 2913.05 - Telecommunications fraud
R.C. 2913.06 - Unlawful use of telecommunications

Or an existing or former offense of any municipal corporation, this state, or any other state, or the United States that is substantially equivalent to any of these offenses.
Ohio Department of Job and Family Services  
EMPLOYEE MEDICAL STATEMENT  
FOR CHILD CARE CENTERS AND TYPE A HOMES

The completion of this form is required by Ohio Administrative Code rules 5101:2-12-25 and 5101:2-13-25 that govern the licensing of child care centers and type A homes. The physical examination and completion of this form must occur no more than 12 months prior to the first day of employment.

<table>
<thead>
<tr>
<th>Name of Employee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address</td>
<td></td>
</tr>
</tbody>
</table>

First Day of Employment

My signature below certifies that I examined the above-named person who is found to be:

1. Physically fit for employment in a facility caring for children

2. Immunized against Diphtheria/Tetanus/Perussis (Tdap).  
   (All employees must have verification of being immunized against pertussis by January 2, 2017)

3. Immunized against Measles, Mumps and Rubella (MMR).  
   (Except that for a person born on or before December 31, 1956, a history of mumps or measles disease may be substituted for the vaccine. A history of rubella disease shall not be substituted for rubella vaccine. Only a laboratory test demonstrating detectable rubella antibodies shall be accepted in lieu of rubella vaccine.)

<table>
<thead>
<tr>
<th>Name of Health Care Provider <em>(Please print)</em></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Phone Number</td>
</tr>
</tbody>
</table>

Signature of Health Care Provider*          Date of Examination

* This form may be signed by a licensed physician, a physician’s assistant, advance practice nurse or a certified nurse practitioner.

---

This is a sample form that meets the requirements of Ohio Administrative Code rules 5101:2-12-25 and 5101:2-13-25 that govern the licensing of child care centers and type A homes.

JFS 01298 (Rev. 9/2011)