

Augusta State University
Office of Area F Field Experiences
EDUC 2110, EDUC 2120, EDUC 2130
Collaborating Teacher Information

Thank you so much for agreeing to accept Augusta State University students for the twenty-hour field experience portion of:

EDUC 2110, *Investigating Critical and Contemporary Issues in Education.*

EDUC 2120, *Exploring Social-Cultural Perspectives on Diversity*

EDUC 2130, *Exploring Learning and Teaching*

Since these courses are the ASU students' initial courses in education, the focus of the field experience is to acquaint the students with school from the other side of the desk and help the students answer the question, "Do I want to become a teacher?"

Thank you for agreeing to be a part of this partnership. We know the field experience will be valuable for ASU's pre-service students, and we hope that it will be valuable for your students as well.

Here are a few points about the Field Experience:

- For liability reasons, the ASU student must not be left alone with students. The ASU students who will be coming to your class are not certified teachers. It is possible that this is his/her first experience in a classroom, other than as a student.
- ASU students are just beginning their coursework in education. Most have had no "teacher training," so they will benefit greatly from your modeling effective teaching practices.
- We would like for ASU students to spend most of their time actively participating with learners at your direction.
- The ASU student's classroom assignment can be made based on your discretion. The classroom assignment does not have to be made based on the ASU student's major.
- ASU students will bring a "Collaborating Teacher Packet" on their first day. It will contain contact information on the student, a contract which you and the ASU student should go over together and sign, a log sheet which the ASU student will present to you each visit for you to sign verifying the hours spent under your supervision, and a final evaluation form. Please give the signed contract, the log sheet and the evaluation form to the student on the final visit. The student will then return the forms to the ASU instructor.

Again, we appreciate your willingness to host our students and give them this opportunity to work with your students.

Please contact ASU if you have questions or concerns:

Julie Gray,
Certification Office
Augusta State University
2500 Walton Way
Augusta, Georgia 30904
706-667-4491
[**jgray@aug.edu**](mailto:jgray@aug.edu)

Time Documentation Form is available at this website:

http://www.aug.edu/elcse/forms/time_doc_form.pdf

Lab Evaluation Form is available at this website:

http://www.aug.edu/elcse/forms/lab_evaluation_form.pdf

ASU Student Information

EDUC 2110/2120/ 2130

ASU Student's Name (Print)

Today's Date

ASU Email address

Best phone number

Other phone number

Instructor's name

Instructor's email address

ASU Student/Collaborating Teacher Contract

As an Augusta State University student in EDUC 2110/2120/2130 completing the required Field Experiences, I agree to the following:

- I will model professionalism in my appearance and demeanor.
- I will cooperate with my collaborating teacher and follow all school policies and procedures. I will complete assignments given to me by my collaborating teacher to the best of my ability
- I will complete 20 hours of field experience for each EDUC class I am taking. My collaborating teacher and I have agreed on a schedule.
- Deviation from the above schedule is acceptable only with prior approval of my collaborating teacher. If an emergency arises that affects my attendance, I will contact my collaborating teacher as soon as possible and make arrangements to make up the time.
- I will keep an accurate log of my attendance in a folder housed with my collaborating teacher. I will ask him/her to sign the log each visit. I will ask for the original copy of the log on the last observation and will take it to my instructor(s) for verification of my field experience hours.
- If I choose to drop EDUC 2110/2120/2130, I will contact my collaborating teacher, my ASU instructor(s), and the Office of Field Experiences immediately.
- I have read and understand the Student Code of Ethics (ASU Catalog in "Statement of Student Rights and Responsibilities.") If it is determined that any part of my Field Experience or documentation violates the Code (plagiarism, false record of hours, work evidence, etc.), I will receive a zero for the assignment and an F in the class.
- I understand that I must have a successful field experience and complete the field experience evaluation to receive a passing grade in EDUC 2110/2120/2130.

_____ Date _____

ASU Student Signature

_____ Date _____

Collaborating Teacher Signature

Collaborating Teacher: Please make a copy of this signed contract and give the copy to the student to return to the course instructor(s). Please keep the original for your reference.

Collaborating Teacher Feedback Form

Please take a moment to give us feedback on the field experience in general.

What were the positive experiences for your students?

What were the negative experiences for your students?

Please make suggestions that could improve the experience for ASU students and/or your students.

Thank you for hosting ASU students!

Return this feedback form to:

Julie Gray

Certification Officer

Augusta State University

2500 Walton Way

Augusta, Georgia 30904-2200

Return by U.S. Mail

or

Fax (706-434-5730)