

Sample Contract for Field Experience

Requirements of the Field Experience

- * Attendance and participation in weekly seminars (no more than 15% of the course absences allowed).
- * Completion of required hours in the field.
- * Satisfactory final evaluation of professionalism.

Procedures regarding Code of Ethics

1. (*Higher Ed. Institution*) students will not disclose confidential information about the school site, students or school personnel without authorization from the Cooperating Teacher and/or Director.
2. During reflective class discussion, (*Higher Ed. Institution*) students will not use full names of students or school personnel. (*Higher Ed. Institution*) students will use non-judgmental assessment of the situation being discussed by stating only the facts of the situation and reflecting on how they would handle a similar situation.
3. (*Higher Ed. Institution*) students will not post any information, commentary or photos related to the field experience on any social media platform or any other public domain.
4. (*Higher Ed. Institution*) students will not use disciplinary action against a school site student; they will not determine curriculum, program or assessment procedures without the approval of the Cooperating Teacher.
5. (*Higher Ed. Institution*) students will uphold the (*Higher Ed. Institution*) Code of Ethics and the rules and routines of their host school at all times.
6. (*Higher Ed. Institution*) students are required by law to report any suspected child abuse and/or neglect to the appropriate authority.
7. Professional behavior and dress at the placement site are expected and (*Higher Ed. Institution*) students will adhere to the guidelines listed in the Field Experience Professionalism Checklist.

Background Check

- * All students are required to provide proof of fingerprinting/background check to the setting in which they will be doing their field experience.

* If a student does not receive a clear background check, they must drop the course and will be barred from future field experience classes until any background check discrepancies are resolved.

* Student must return the below signed form to their (*Higher Ed. Institution*) instructor(s) by the third week of class.

_____ I have read the syllabus and understand the requirements and responsibilities of the Field Experience.

_____ I understand that unsuccessful completion of the Field Experience will prevent me from passing the course.

_____ I understand that the program does not guarantee subsequent placements if an initial placement fails to work out for any reason.

_____ I understand the procedures regarding the Code of Ethics and accept that a violation of these responsibilities may result in an unsuccessful completion of the course and/or expulsion from the program.

By signing below, I am indicating that I have read and agree to all the terms of the Field Experience Contract.

(*Higher Ed. Institution*) Student's Name _____

Student Signature _____ Date _____

PLEASE PRINT CLEARLY

To be filled out by the director, principal, or administrator at practicum site in which a (*Higher Ed. Institution*) student is completing 20 hours or more of Field Experience (DO NOT DETACH).

_____ (student) has provided me with proof of a successful background clearance and fingerprinting check done within the past two (2) years. They are permitted to fulfill their Field Experience requirements at our site.

School/Center: _____

Cooperating Teacher/Director _____

Signature _____ Date _____