

## Sample Pre-Field Experience Conference Checklist

Directions: All students doing education-based Field Experience classes are evaluated at the end of each semester using the Post-Field Experience Professionalism Checklist based on the discussion points below. Prior to or during the first week of Field Experience, students should sit down with their Cooperating Teachers to discuss each item and how it relates to their time at the school site. Following the student/Cooperating Teacher conferences, this sheet should be signed by the student and the Cooperating Teacher and then turned into the Faculty Supervisor. At the completion of the Field Experience, the Post-Field Experience Professional Evaluation will be filled out by the Cooperating Teacher and turned in to the Faculty Supervisor via the student or email.

Student Name: School/Center Site:

COURSE NUMBER AND TITLE:

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I have discussed PROFESSIONAL BEHAVIOR AND ENGAGEMENT expectations with my Cooperating Teacher:

- ☐ Becoming familiar with site functions, routines, and procedures
- ☐ Following appropriate dress and grooming policies
- ☐ Being reliable, punctual, and responsible
- ☐ Participating actively in classroom activities
- ☐ Following directions with adequate supervision

I have discussed INTERPERSONAL COMMUNICATIONS AND RELATIONS expectations with my Cooperating Teacher:

- ☐ Exhibiting understanding and respect for others
- ☐ Establishing open and honest relations with others

- ☐ Consulting with sponsor mentor and staff as appropriate
- ☐ Interacting and building rapport with children/families/adults/clients
- ☐ Conveying ideas and thoughts clearly

I have discussed PROFESSIONAL JUDGEMENT expectations with my Cooperating Teacher:

- ☐ Handling confidential information in an appropriate way
- ☐ Demonstrating a willingness to admit mistakes
- ☐ Flexibility and adapting to new situations
- ☐ Follows through with sponsor directed assignments and projects
- ☐ Soliciting feedback and accepting constructive criticism

I have discussed ORGANIZATIONAL COMPETENCIES expectations with my Cooperating Teacher:

- ☐ Working with adequate supervision
- ☐ Being prepared for site activities and responsibilities
- ☐ Displaying resourcefulness and innovation
- ☐ Exhibiting positive decision-making and problem-solving skills
- ☐ Upholding professional conduct and the code of ethics in this field

I verify that I have discussed all the items above with my Cooperating Teacher and am prepared to follow all school site professional guidelines and requirements.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I verify that I have discussed all the items above with the practicum student.

Cooperating Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have questions/concerns, contact the Field Experience Coordinator at: