Dear School-Based Teacher Educator (SBTE),

Thank you so much for agreeing to work with our teacher candidates for their PEP 444 (Elementary Physical Education) field experience. For many of our candidates, this is the first time they will have worked with elementary students – thus making this experience exciting, but also somewhat unsettling, for some of them. Thus, your time and efforts in helping them to become accustomed to both young children and the elementary school culture are of great value and are much appreciated. There is no doubt that our Brockport students will also grow professionally from the opportunity to see what you do, on a daily basis, to make children successful in and enjoy learning Physical Education.

To assist in making this a valuable experience, please allow me to outline our guidelines for schedules:

*Teacher candidates (TCs) must commit to spending 30 hours of contact time with children this semester, under your direct supervision (therefore lunch and planning do not count toward this);

*A TCs practicum experience can begin at any time during the semester, but should be completed no later than Monday, November 30, 2015.

*TCs field experience should last a minimum of six (6) weeks during the semester;

*TCs should not spend more than six (6) hours total at your school in any particular week;

*TCs schedule should, as much as possible, be consistent across the days and weeks they are at your school (e.g., at similar times on similar days of the week), to aid in planning and scheduling;

*When developing a schedule with the TC, please keep in mind any pre-planned days when students will not have PE (e.g., during state testing) or the TC will not be available. These should be noted on the Schedule Agreement Form, as applicable;

*If for any reason TCs will need to miss an assigned time (e.g., for illness or in case of emergency), he/she should contact you well ahead of time to let you know they will be absent. Please clearly communicate with the TC regarding the best way for him/her to contact you (for this or any other reason), should it be necessary;

*You, as the SBTE, should sign the log sheet (found in packet) each day the student works with you (as well as at the completion of the field experience). Please verify the hour(s) spent and duties performed before signing off on the information for each specific session;

*The schedule that you and the TC agree upon should be detailed on the enclosed Schedule Agreement Form (found in packet, in triplicate); please also fill in your contact information and
Based upon feedback from previous SBTEs as well as extensive discussions amongst the Brockport teacher preparation faculty, modifications were made previous to the Fall 2013 semester to the planning and teaching duties required of our teacher candidates. We now suggest the following progression (given below) to include the development and instruction of four separate lesson plans; we hope you agree that it is more sequential and straight-forward than what had been done previously.

1. **Assist teacher:** To begin with, the TC should help you in any fashion you feel appropriate (e.g. taking attendance, setting up equipment, working with individual students; working with small groups; working, informally, with the whole class). *No written plans are required from the student during this part of the practicum experience.*

2. **Lesson One—teach the “instant activity”:** This may involve the teacher candidate meeting the class, taking attendance, and/or presenting the “instant activity” to students;

3. **Lesson Two—teach a) the “instant activity”, b) lesson introduction, and c) one task/activity;**

4. **Lesson Three—teach a) the “instant activity”, b) lesson introduction, and c) multiple tasks/activities;**

5. **Lesson Four—teach a complete lesson, from instant activity to closure.**

Some additional **guidelines related to this teaching progression** include:

*The above sequence is a *minimum* requirement that TCs must meet, in part, in order to “pass” the practicum. Of course, TCs benefit from being as many opportunities to instruct as possible, and thus, you are welcome and encouraged to provide any additional opportunities for TCs to work with your students. These additional learning experiences may involve the repeating of any of the steps listed above, or any other experience you feel would be appropriate;

*Feedback we receive from our TCs indicate that they most benefit from the experience of being able to plan as many of the above four teaching opportunities, as possible, on their own;

*To help TCs be most effective when teaching, we encourage you to give TCs their teaching assignments preferably a few days (for parts of a lesson) or up to a week (for full lessons) in advance;

*TCs should present a typed lesson plan, using our Brockport lesson plan form, to you for feedback AND APPROVAL before they teach any part or a full lesson. This can be submitted to you by the TC either email or in person—please specify to your TC, ahead of time, what your preference is for the receipt of these lessons. If TCs do not submit an appropriate plan to you by your specified deadline, they should not be allowed to teach the lesson;

*If TCs observe your instruction for one class and use this to teach in subsequent lessons, they will be instructed to write up their own lesson plan based on what they taught. There are very few instances where TCs should be expected to teach *entire* lessons to classes directly after observing
you or a teaching partner teach (especially when not given advance notice and/or when done early on in the placement);

* TCs should always teach under your direct supervision.

Information on the Evaluation/Grading of TCs:

TCs’ performances are now completed through TK20, Brockport’s online assessment system. You will receive an email message from the “Professional Education Unit” (PEU) of Brockport toward the end of the semester prompting you to complete this evaluation. Here are some important guidelines and information regarding the grading/evaluation of TCs:

* If you haven’t used the TK20 system yet, it may be most helpful for you to access and look at the online assessment at this time: http://www.brockport.edu/ksspe/docs/undergrad/teaching/fteaching/phed_field_experience_rubric_2015.pdf. You are welcome (and encouraged) to use this ‘viewable’ online assessment as a formative tool to discuss TCs progress with him/her throughout the semester;

* You will be prompted to provide either a Pass or Fail grade for the TCs entire field experience. Students must pass the field experience in order to pass the course;

* Any unexcused absence (i.e., not attending a scheduled date, with no notice given) from the field experience will result in a failing grade for the experience and thus, the course. You also have the discretion to fail a student for any absence if you feel that the TC has not appropriately communicated this information to you;

* Feedback I receive from TCs indicates that specific, constructive, and objectively given comments from you, on the end-of-semester TK20 form, are highly regarded and helpful.

In summary, please know that we here at The College at Brockport view this field experience as an important part of a TCs professional development journey. We know that our students learn a huge deal from you and your students—not just about teaching, but also about being a part of an elementary school community. Toward this end, we want you to uphold high standards for our students, and at the same time, we expect our TCs to conduct themselves in such a way as to meet these expectations. While we hope it never is, should a TCs professionalism ever be in question, please contact me (585-395-5075, chopple@brockport.edu) or Janet Peluso-Militello (585-395-5369, jpeluso@brockport.edu) as soon as possible with any concerns or issues so that the matter can be addressed promptly.

In addition, if there is any way that we may be of assistance to you throughout the semester, please again feel free to contact us. We look forward to working with you this semester!

Sincerely,
Christine J. Hopple, M.S., Instructor, PEP444
Ms. Janet Peluso-Militello, Field Experience Placement Coordinator

rev. (06/29/15)