1. Teacher candidates will report to the placement assigned by the Coordinator of Field Experience. Teacher candidates are not to secure their own field placement or contact any school personnel.

2. Teacher candidates are required to inform the class instructor of any changes with their field placement.

3. Failure to submit field experience and student teaching applications by the due date could result in deregistration from the respective course.

4. Field experience lesson plans and case studies must be submitted to the course instructor by the due date.

5. Records of field experience hours and activities must be kept daily. The field experience log, signed by the school-based teacher educator, must be submitted with the other required field experience materials at the end of the placement.

6. Teacher candidates must ensure that the final field placement evaluation is forward to the class instructor.

7. An unexcused field experience absence will result in failure of the field experience and the course.

8. Teacher candidates may not take the responsibility of a substitute teacher in the absence of a faculty member/coach or travel with students without a certified teacher in attendance.

9. In the case of an illness or an emergency, the school-based teacher educator and college instructor must be contacted as soon as possible.

10. Teacher candidates are expected to prepare detailed lesson plans (PEP 441, PEP 442 and PEP 444). All lesson plans must follow the College at Brockport - SUNY protocol.

11. Should the school district in which a teacher candidate is assigned go on strike, the Teacher candidate should contact the college instructor and/or the Field Experience Coordinator immediately. Strike-bound school districts will be vacated and the teacher candidate should return to campus for reassignment. Teacher candidates may not participate in the strike in any fashion.

12. School districts are not liable for personal injury to a Teacher candidate except in cases where the school district is found negligent. Each Teacher candidate is responsible for his/her own health insurance coverage (college or independent coverage is suggested).

13. Teacher candidates must report to the Field Experience Coordinator a conviction of a felony or if there is a felony action pending. Anyone of these factors may prohibit or delay the completion of the teacher candidate's program.
14. Teacher candidates are expected to act in a professional manner at all times. Use of profanity, sexual overtures, alcohol, drugs, or other acts of unprofessionalism will result in immediate removal from the field placement and failure of the course. Further disciplinary actions may also be taken.

15. Teacher candidates who are released from a placement by a district will fail the field placement as well as the course. Depending on the nature of the dismissal, the teacher candidate may not be placed in another school at another time.

16. The Department of Kinesiology, Sport Studies and Physical Education has the right to remove a teacher candidate from a field placement if the teacher candidate exhibits any behavior that is considered questionable, or inappropriate in addition to recommending termination from the teacher certification program.

17. Requirements that must be met prior to student teaching:

- At least 108 credits completed
- All general education requirements completed
- All physical education major requirements completed
- All teacher certification courses completed (a grade of C or better is required for all teacher certification 'methods' classes, teacher certification 'elective pool' classes, and all 'activity' classes (that is, all classes with a PEP designation)
- A minimum GPA of 2.0 attained in the major (transfer credits do not count)
- A minimum overall GPA of 2.5 attained (transfer credits do not count)
- Completion of the foreign language requirement

Please note that winter sessions may not be used to attempt to meet either of the two GPA requirements for spring student teaching (spring student teaching applicants must meet both GPA requirements by the end of fall term); summer sessions may not be used to attempt to meet either of the two GPA requirements for fall student teaching (fall student teaching applicants must meet both GPA requirements by the end of spring).

I acknowledge that I have carefully read the above departmental and/or college policies and I am aware of my responsibilities as a teacher candidate.

Full name of applicant (print):

Signature of applicant:

Date: