



Faculty: _____
Education Department
Liberal Arts & Social Sciences
3201 W. Pecan, McAllen, TX 78501

Faculty Phone: (956) 872-_____
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Semester _____

Education Department Field Experience Guidelines

You must always remember that you are representing South Texas College and the Education Department during your scheduled observations at a local school. You must adhere to the following guidelines to ensure the continued success of field observations.

1. You are representing South Texas College, please dress professionally and appropriately.
2. Have a copy of recent TB test if required.

Be aware that some schools may require a criminal background check.

3. Have a copy of Field Experience Introduction Letter if required.
4. Go to school's main office or designated office and sign in. **MUST SHOW ID.**
5. Present your Letter of Introduction and copy of TB test (if requested) and sign-in
6. Follow all school rules/policies
 - a. No selfies, no taking pictures of students, no cell phone use, etc.
7. Go to the assigned teacher, or designated classroom
8. Help or participate (if appropriate and only when requested by the classroom teacher)
9. Document the number of hours and activities.
 - a. Complete a Field Experience form with appropriate signature
 - i. You will need at least 16 hours
 - b. Complete at least three Observation Reports
10. Have your Field Experience form signed and dated by school personnel.
11. Sign out.

If you have any questions, please contact me:

Phone: **(956) 872-**_____

Email: _____@southtexascollege.edu