



**HANDBOOK FOR**  
**Stern College for Women,**  
**Yeshiva University**  
**FIELDWORK**  
**2018-2019**

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Dear SCW Department of Education Fieldworker:

We have prepared this handbook to answer any questions you may have about the purpose and the process of fieldwork. The purpose of fieldwork is to complement the coursework you are taking, and give you a feel for how the early childhood or childhood (elementary) classroom functions. During fieldwork, you will have the opportunity to observe and learn from master educators. You may have the opportunity to work with small groups of children, one-on-one, or lead short whole class activities (such as a read aloud or a section of morning meeting), depending upon the setting and needs of your cooperating teacher.

The coursework you are taking will give you the foundation to understand what you see in the classroom during fieldwork. The professors of SCW Department of Education courses with fieldwork will give assignments related to the fieldwork experiences. It is critical that you attend each session of fieldwork and that you pay close attention to what is happening in the class. You should come prepared to take notes in a notebook (not on computer or phone) during these observation days.

This SCW Department of Education Fieldwork Handbook contains all the forms that you will need for fieldwork. You can download this document by going to the SCW Education Website and selecting the resources tab. Please be sure to bring your attendance form with you when you begin fieldwork. The attendance form is on page 18 of this handbook and can also be found separately on the SCW Department of Education website. For any questions about fieldwork, please contact the SCW Fieldwork Supervisor, Professor Donna Greenberg at [donna.greenberg@yu.edu](mailto:donna.greenberg@yu.edu) .

We wish you much success as you embark on this exciting journey as a fieldworker!

## **Expectations for Fieldwork Etiquette in the Education Department**

Etiquette is a code of conduct based upon respect and norms of appropriate social behavior and interaction. It is the philosophy of the Stern College Pre-service Teacher Education Program that students in our fieldwork schools are expected to adhere to the following:

- 1. Arrive to your assigned fieldwork classroom on time.*
- 2. Turn off your cell phone. No texting.*
- 3. Do not bring food or drink into the classroom without checking with your cooperating teacher.*
- 4. Be attentive and sit near the students and join in as appropriate.*
- 5. Take notes in a small notebook, not on your phone, tablet, or laptop.*
- 6. Avoid side conversations with other student teachers or fieldworkers who may be placed in the same class as you.*
- 7. Inform the cooperating teacher in advance if you need to arrive late or leave early.*
- 8. Contact the school, the cooperating teacher, Professor Greenberg, and your course professor in advance if you must miss a day of fieldwork. You are responsible for making up the time that you missed.*

Respectful attention to the guidelines will ensure a positive fieldwork experience for all.

### **The Role of the Fieldwork Participant**

**The Fieldwork Participant is a guest in the host school and classroom.** She is given the opportunity to learn more about children, to observe best practices in teaching and learning and develop best a teaching style and confer with a teacher of experience.

Students are advised about the following procedures:

1. Fieldworkers are required to give and get mutual contact information with the classroom teacher in case of school closing or absence by the fieldworker.
2. Fieldworkers should ask the cooperating teacher for a school calendar to inform students of opening and closing of school.
3. Fieldworkers must “sign-in” in the appropriate places determined by the individual schools.
4. Fieldworks are responsible for obtaining the cooperating teacher to sign their attendance form.
5. Fieldworkers are expected to dress, groom and conduct themselves in a professional manner and in ways that do not cause concern on the part of the faculty, administration and parents.
6. Fieldworkers are expected to be in the classroom during assigned times throughout the semester. All absences must be made up.
7. The fieldworker is expected to maintain regular attendance. When it is necessary for a fieldwork participant to be absent because of her own illness, illness or death in her immediate family, or other extenuating circumstances that cannot be avoided, she is expected to notify the cooperating teacher and the fieldwork supervisor as soon as she knows when she will be absent.
8. The fieldworker will learn a great deal about individual children. She will have the same responsibility as staff to avoid discussing children, parents, and the business of the school away from the school or with people not directly involved in the program of the school.
9. Fieldworkers should not mention students or the school by name or post any pictures of students on Twitter, Instagram, Facebook or other social media sites.
10. If any situation arises that is uncomfortable for the fieldworker, she is to contact the fieldwork supervisor within 24 hours of the incident.

## **Frequently Asked Questions/FAQs**

### **What is fieldwork?**

Fieldwork is a co-requisite to the coursework you are taking. But it is so much more than that! It is an opportunity to observe and work alongside professionals in your field. You will have the chance to see and participate in the dynamics of a classroom in early childhood (Birth-grade 2) or childhood (grades 1-6). You will also have the opportunity to support and help students in their learning, whether in small groups or one-to-one. It is a chance to learn outside the college classroom and see first-hand the teaching and learning that happens in the early childhood and elementary school classrooms.

### **Why do I need fieldwork?**

You will undoubtedly learn a great deal from your courses and your professors. At the same time, there is no substitute for seeing and experiencing a teacher working in a classroom with students engaged in learning. Your fieldwork experience is designed to complement what you are studying during your courses. Your professor will be giving assignments that relate directly to your experiences in fieldwork.

Education majors are required to complete 100 hours of clinical fieldwork experience prior to the student teaching semester.

### **Who else will be doing fieldwork aside from me?**

Everyone registered for the following courses will be doing fieldwork:

For Elementary majors: EDUC 2300 offered first semester and EDUC 2301, EDUC 2302, EDUC 2304 offered second semester.

For Early Childhood majors: EDUC 2133 offered first semester and EDUC 2130, EDUC 2134, EDUC 2138 offered second semester.

### **Is fieldwork just a Stern College requirement?**

No. Fieldwork is required by the New York State Department of Education.

### **When do I have fieldwork?**

When registering for classes requiring fieldwork, you will typically need to leave time open in the morning hours of your schedule so you can go to fieldwork at a local public school or yeshiva. This is important because many schools only teach certain subjects, like literacy, in the mornings. Some students choose to do their fieldwork hours on Fridays.

### **How do I know where I am assigned to fieldwork?**

Approximately two weeks before your fieldwork assignment is to begin, you will receive an email from Professor Greenberg with the Fieldwork Preference Form where you will indicate the days and times you are available, as well as classroom grade preference. She will do her best to accommodate your preferences, but there are no guarantees. Education majors are required to have field experiences at both ends of the certification grade band (Early childhood: Birth-Grade 2; Elementary Grades 1-6).

Once your preference form is submitted, Professor Greenberg will contact you by email with your fieldwork assignment. It will include the name of the school, the grade, the teacher's information, and the first day of your scheduled fieldwork.

### **How do I get to my fieldwork placement school?**

Once you know where you are assigned, you can arrange to travel by subway, bus, or even share a cab, with other students who are assigned to the same placement on the same day/time.

### **What do I do once I get my fieldwork assignment?**

- a) Once you get the name of your cooperating teacher, email her and introduce yourself.

Be sure to exchange emails and phone numbers, in case you need to be in touch with her for any reason, including an absence.

b) Look for other classmates who have the same schedule and school as you do. You might want to travel together. You are responsible for your own transportation to and from the school.

### **What should I wear to fieldwork?**

You are a pre-service professional, so be sure to appear that way. Dress appropriately, do not chew gum, do not text or answer your phone while in the classroom. You may be sitting on the floor with students for extended periods of time and walking numerous flights of stairs, so consider this when you plan your attire. Remember that the dress code for Stern College extends to your fieldwork placement as you are an SCW student, even while off-campus.

### **What do I do on the first day?**

- a) On the first day of fieldwork, be sure to arrive a little early with your YU ID. You should be dressed appropriately, as per Yeshiva University's requirements. Be sure to bring a notebook and pens to take notes about what you will observe each time. These notes will become important for the assignments you will have to do in your SCW courses.
- b) Do not bring any coffee/hot beverages into the school. Even if the teachers have their coffees, you should not.
- c) You will also want to have your attendance sheet with you so that the cooperating teacher can sign it daily. She may prefer to sign in at the end of each week. Keep track of your time. Take a picture of your signed attendance form in case it gets lost. This is the only proof that you have completed your required hours.

- d) Give your cooperating teacher a copy of the **Role of the Fieldwork Participant Form and the Fieldwork Participant Information Form.**
- e) Ask for a school calendar so you can know when the school is closed or when you might not be able to go to fieldwork because your class has a trip or state exams, for example.

### **What do I do in the classroom?**

Be willing to both observe what is going on in the classroom and to work with students. If your cooperating teacher asks you to work with a student, take this opportunity to try and support the student's learning. If the teacher does not ask you to get involved with students right away, observe the classroom set-up, listen to how the teacher interacts with the class, notice the materials in the classroom. You should take notes in a notebook (not on your phone or computer). Sometimes, you will need to take the initiative by sitting near a group of students, helping an individual student who appears to need help academically or staying focused. Talk to your teacher first. If your teacher does not seem to want you to work with students at all, let your SCW fieldwork supervisor know. Professor Greenberg will be observing you informally at least twice: once at the beginning of your fieldwork experience and once in the middle. **If there is a problem, please contact her immediately. Do not wait until the scheduled observation to let her know.**

### **What should I do if I am sick or cannot go to fieldwork one day?**

If you are unable to go to fieldwork, you **must contact your cooperating teacher by email or phone and let her know before class begins. Do not just leave a message with the school office!** The teacher may not get the message on time and she will be counting on you to show up. **You must also email your fieldwork supervisor and**

**your classroom teacher for that specific course that morning before class.  
(Fieldwork supervisor may visit and needs to know when a student is not there).**

**Can I be left alone in the room to watch the class while the teacher goes somewhere?**

**No!** You may never be left alone as the sole adult in the room with the class or alone with any student. Only certified teachers may be left alone with students. If your teacher asks you to, “just watch the class for a minute,” let her know that your university does not permit this. If you have any concerns, please contact your SCW fieldwork supervisor.

**Can I give my email or phone number to parents?**

**No!** You are an SCW student and should only have contact with the cooperating teacher and the staff in the school. You are not authorized to talk to parents about their children. You are not permitted to tutor, babysit, or have any other relationship with the students outside the classroom fieldwork experience. If you have any concerns, please contact your SCW fieldwork supervisor.

**Can I post pictures of my classroom on Facebook, Instagram, or other social media platforms?**

**No!** It is illegal for you to take pictures of children without parental consent, even if the cooperating teacher tells you it is not a problem. Do not post any pictures about your school, the children, the classroom, on social media. Your SCW professors may ask you for pictures of the classroom set-up as part of your assignments. This is fine as long as you do not photograph any children.

**What should I do if I hear a student threatening to harm themselves or another student?**

If you hear something that concerns you, let your cooperating teacher know right away. The classroom teacher may ask you to report your concerns to an administrator, school nurse or child study team member. Also, send an email to your SCW fieldwork supervisor detailing what you heard and that you informed the classroom teacher that day.

**What should I do if I observe a teacher acting in a way that concerns me?**

Do not approach the teacher. Record what you observed and email your SCW fieldwork supervisor as soon as possible. Do not wait to tell the supervisor until the next scheduled visit.

**What else should I know before I begin my fieldwork experience?**

- a) You are there to learn. Observe, ask questions as appropriate, and take advantage of the opportunity to learn from master practitioners in the field.
- b) Be alert to opportunities where you might support a student, at the teacher's request.
- c) Even if you feel shy, sit near the teaching and learning. This will slowly help you feel comfortable and students will notice you and begin asking you for support. Avoid the urge to sit in the back of the room far away from the students.

**How will I be evaluated?**

Professor Greenberg will distribute the Fieldwork Evaluation Form to your cooperating teacher prior to the end of your placement. Teachers will be given a stamped envelope and will mail it back to Professor Greenberg. If the cooperating teacher has completed the evaluation form prior to your last day of placement, he/she may also hand the form to you in a sealed envelope. **Please place the sealed envelope in Professor Greenberg's**

**mailbox, number 41.** The mailboxes are located on the way to the reference library on the 1st floor. To view the evaluation form, refer to page 19 of this handbook and look for the document entitled Fieldwork Evaluation form.

### **What should I do with the completed attendance form?**

The Fieldwork attendance form is in the appendix and can be accessed online on the SCW Education Department website. Please have the teacher sign **each time** you attend fieldwork at the end of your day. **Do not wait until the last week you are at fieldwork.** Please keep track of your required hours for your course.

Upon completion of your fieldwork, please take a picture of the attendance sheet signed by your cooperating teacher. Scan and email to [donna.greenberg@yu.edu](mailto:donna.greenberg@yu.edu). Place the original copy in Professor Greenberg's mailbox (number 41) near the reference library located on the 1st floor. Professor Greenberg will copy and share with your course instructors. **In addition to the submission of the fieldwork attendance sheet, you will be asked to submit a short summary of your fieldwork experience to Professor Greenberg and complete an online fieldwork survey.**

### **How many hours of fieldwork do I need?**

The state regulations for student teaching require 100 clock hours of field experiences related to coursework prior to student teaching. Early Childhood students accrue the 100 hours through their methods courses. Elementary Education students graduating will accrue 84 hours through methods courses and 16 through outside residency arrangements. **Elementary Education students are responsible to arrange for the additional 16 fieldwork hours in a formal or informal educational setting with a fieldwork supervisor.** According to New York State certification standards, the following placements are acceptable to fulfill the 16 hours: summer camp, Hebrew school, volunteer tutoring program, an elementary school of your choice. The 16 fieldwork hours can be

completed during the summer, intersession, or during the academic year. You may complete the 16 hours from multiple sites, however a supervisor must sign the attendance form for every setting. Please download and complete the fieldwork attendance form which can be found on the Education Department website ([www.yu.edu/education](http://www.yu.edu/education)) and submit to the Education Department office. Be certain to keep a copy for your own records. Please email Dr. Hirsch at [mhirsch2@yu.edu](mailto:mhirsch2@yu.edu) or Professor Greenberg at [donna.greenberg@yu.edu](mailto:donna.greenberg@yu.edu) for any questions about this program requirement or if you require assistance in finding a suitable setting to complete the 16 hours prior to the fall semester of your senior year.

## **New York City Department of Education (NYCDOE) Information**

### **1. Do I need to be fingerprinted to do fieldwork?**

**Yes**, every NYC public school fieldworker who will be a classroom observer for more than 5 days must have a security clearance in order to be placed in a school.

Fingerprinting is just one part of the process. Once you enroll in a SCW Education Course requiring fieldwork, our certifications officer, Dr. Joan Rosenberg ([joan.rosenberg@yu.edu](mailto:joan.rosenberg@yu.edu)), will be contacting you to set up your NYC profile in PETS so that you can go to NYC Fingerprinting office to be fingerprinted.

### **2. I was fingerprinted at the: NYC Department of Health, at a NYC police precinct, or another NYC agency, do I have to be printed again?**

**Yes**, you do need to be fingerprinted again, as the DOE does not accept fingerprints from other city agencies. However, we do have reciprocity with New York State Education Department (NYSED), so if you have sent prints to NYSED, in most cases, you will be



able to use those prints by completing an OSPRA 103 form to send the fingerprints from NYS to NYC.

**3. I was fingerprinted by New York State Education Department, but I am told my prints are not in the New York City DOE system.**

Reach out to our certifications officer, Dr. Joan Rosenberg (joan.rosenberg@yu.edu) for assistance.

**6. My host school principal wants to know if I have security clearance by the NYC Department of Education.**

Reach out to our certifications officer, Dr. Joan Rosenberg (joan.rosenberg@yu.edu) for assistance.

**Education Department Faculty Contact Information**

Name	Title	Phone Number	E-mail	Office
<b>Dr. Miriam Hirsch</b>	Chair, Education Department	212-340-7853	<a href="mailto:mhirsch2@yu.edu">mhirsch2@yu.edu</a>	Room 1001
<b>Professor Donna Greenberg</b>	Fieldwork Coordinator	Cell: 201-981-8094	<a href="mailto:donna.greenberg@yu.edu">donna.greenberg@yu.edu</a>	Room 1001
<b>Dr. Emily Witty</b>	Clinical Assistant Professor		<a href="mailto:ewitty@yu.edu">ewitty@yu.edu</a>	Room 1005

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**Fieldwork Placement      2018-2019**

Name of Fieldworker: \_\_\_\_\_

Contact information: email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cooperating Teacher \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

**To the Cooperating Teacher:**

On behalf of the Educator Preparation Program at Stern College for Women, Yeshiva University, I would like to thank you for allowing us to place a fieldworker in your classroom. We are grateful for the opportunity that our students will have to learn from you and with you.

The fieldworker is expected to spend \_\_\_\_\_ hours over \_\_\_\_\_ weeks in your classroom to fulfill her fieldwork requirement for this semester. This is the student's (first, second, third) fieldwork experience in a classroom.

Some guidelines:

1. Let your fieldworker take as much responsibility as possible.
2. The fieldworker has been instructed to consult with you on any activities in which she could be of help to you.
3. Fieldworkers have been told to abide by the teacher's classroom expectations and the teacher's wishes regarding the participation of the fieldworker.
4. Give feedback on her progress if possible. Some fieldworkers are able to handle a small group of children better than others.
5. Each student needs the experience of interacting with children.
6. The student's supervisor will be available via phone or email and make periodic informal visits.
7. The Fieldworker Evaluation Form is part of the student portfolio. The student will give you the sheet for evaluation a week prior to the last week of her fieldwork.
8. Please call the student's supervisor if a difficulty or questions arise. She can be reached at the number or email below.

Thank you very much for allowing a fieldworker in your classroom. We are most appreciative.

**Professor Donna Greenberg, Faculty Supervisor**

[Donna.greenberg@yu.edu](mailto:Donna.greenberg@yu.edu)

Cell:



**Stern College for Women, Yeshiva University                      Education Department**  
**Fieldwork Experience Evaluation Form**



Candidate's Name

EC

EE

Course:

Cooperating Teacher's Name:

School:

Class/Grade:

***To the Cooperating Teacher:** The Stern College Department of Education appreciates your assistance with the assessment of our candidate's performance and/or dispositions in the field as relating to the New York State Teaching Standards. If you have questions about using this form, please email our fieldwork coordinator, Professor Donna Greenberg (donna.greenberg@yu.edu).*

*Please complete this form and mail it in the attached envelope to the Fieldwork Coordinator.*

**Rating Scale: 3= Met Expectations; 2= Slightly Below Expectations; 1= Significantly Below Expectations; N/O= Not Able to Observe).**

<b>The Pre-service Candidate:</b>	<b>Indicators</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/O</b>
<b>1. Demonstrates awareness of age and developmentally appropriate pedagogy and differentiation [NYS 2]</b>	(i.e. speaks appropriately to children)				
<b>2. Is fair to students and staff; respected individual and/or cultural differences [NYS 4]</b>	(i.e. demonstrates sensitivity to diverse needs or perspectives)				
<b>3. Is dependable and punctual [NYS 6]</b>	(i.e. on time, responsible, reliable, communicates absences in advance)				
<b>4. Seeks to grow professionally with collaboration, resources and approaches to meet students' diverse needs [NYS 7]</b>	(i.e. asks follow up questions, is open to suggestions or looking at additional resources)				
<b>5. Demonstrates personal and professional qualities indicating her readiness to continue in our student teaching program [NYS 4;6]</b>	(i.e. professional dress, speech, and disposition; makes eye contact and shows interest in the profession)				

**Please provide comments below, especially if a criterion received a rating of 1 (Significantly Below Expectations).**

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**THANK YOU!**