



HANDBOOK FOR
Stern College for Women,
Yeshiva University
FIELDWORKERS
2019-2020

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Dear SCW Department of Education Fieldworker:

Welcome to the Stern College for Women of Yeshiva University Department of Education. 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 to give you a feel for how a classroom functions and for the responsibilities of a teacher.

During fieldwork, you will have the opportunity to observe master educators in the field of education. You will have the opportunity to work with small groups of children or even with children, one-on-one, or lead short whole class activities (such as a read aloud or section of the morning meeting), depending on the setting and the 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. Your professors will give assignments for you to complete based on your fieldwork experiences. It is critical that you attend each session of fieldwork and that you pay attention to what is happening in the class. You should come prepared to take notes in a notebook, not on the computer or your phone.

You will receive a fieldwork attendance form as a Google sheet. Please be sure to open the Google sheet on your phone and have your Cooperating Teacher initial the correct cell at the end of every week. At the end of the semester, your cooperating teacher will provide an evaluation of your fieldwork experience in his/her classroom. Samples of each are provided at the end of this handbook.

If you have any questions as your fieldwork begins, please contact Professor Greenberg at donna.greenberg@yu.edu . An electronic copy of this handbook can be downloaded by going to the SCW Education page. We wish you success as you embark on this exciting journey as a fieldworker!

-The Education Department Faculty

Expectations for Fieldwork Etiquette in the Education Department

Etiquette is a code of conduct, a method of dealing with each other that is 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 partner 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 drinks to class.*
- 4. Be attentive and sit near the students and join in where and when appropriate.*
- 5. Take notes in a small notebook, not on your phone or laptop.*
- 6. Avoid side conversations with other student teachers or fieldworkers who may be observing 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. Professor Greenberg can be reached at donna.greenberg@yu.edu*

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

The Role of the Fieldworker

The Fieldworker 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 confer with a teacher of experience. Fieldworkers in our courses are expected to adhere to the following:

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. Fieldworkers are responsible for obtaining the cooperating teacher to initial their attendance sheet.
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 students are expected to be in the classroom times during 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 and 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 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.

Who else will be doing fieldwork aside from me?

Everyone registered for the following courses will be doing fieldwork:

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

An Education minor or non-major enrolled in any of the above courses.

Is fieldwork just a Stern College requirement?

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

When do I have fieldwork?

Once you have registered for classes requiring fieldwork, you will 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. Students typically leave two mornings a week open and do not register for SCW courses before 11:50 am, so they can spend the morning hours at their assigned fieldwork location. In many schools certain subjects, like literacy, are only taught 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 have available, as well as 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; For example: EC majors need a Pre-K experience and a grade 1 or 2 experience. Elementary majors need a grade 1-3 experience and a 4-6 experience.) Once your preference form is received, Professor Greenberg will send you an email with your fieldwork assignment and the link to the google sheets attendance form. She will include the name of the school, the grade, and the teacher's contact information. She will also let you know when the first day of fieldwork.

Do I need to be fingerprinted to do fieldwork?

Yes, every NYC public school student teacher 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.

I was fingerprinted at the: NYC Department of Health, at a NYC police precinct, a NYC agency, etc., 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.

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

If you have been previously fingerprinted by the New York State Education Department (NYSED), you should still register in PETS and complete your forms online (through Applicant Gateway) and bring your fingerprinting form to the HR Connect Walk-In Center. When you arrive, you must identify yourself as a student teacher, indicate you were fingerprinted by NYSED and show your current school ID in order to complete the OSPRA 103 form, which will allow the DOE to request your criminal history report from NYSED.

How do I get fingerprinted?

All students enrolled in a SCW course requiring fieldwork will be contacted by our certifications officer and their information will be entered into the PETS system. If the information was correctly entered, an email with further directions will be automatically generated. A sample email from PETS (See page 14) has been included in the appendix. If the fieldwork student does not receive this email, then she needs to contact the Certifications Officer immediately. **EDUCATION MAJORS ONLY:** Also complete the OSPRA 104 form at the time of fingerprinting. This form sends your fingerprints to from NYC to NYS which is required at a later date for initial certification.

How do I get to my fieldwork placement school?

Once you know where you are assigned, you can arrange to travel by subway, bus, walk or share a cab with other students who are assigned to the same location and have fieldwork on the same day.

What do I do once I get my fieldwork assignment?

- a) Once you get the name of your cooperating teacher, email him/her and introduce yourself. Be sure to exchange emails and phone numbers, in case you need to be in touch with him/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. However, 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 represent our program, 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 initial it daily.
- 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). You may 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. Good conversation starters include: "How can I be of help today?" or "Is there a student or group of students who need a little more help with something?" 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, as 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. (The Fieldwork supervisor may visit and needs to know when and why 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. A copy of the NYC social media guidelines is available at <https://infohub.nyced.org/reports-and-policies/policies/social-media-guidelines-for-doe-staff>

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. Additionally, the cooperating 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 cooperating 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.
- b) Be alert to opportunities where you might support a student or help the cooperating teacher.
- 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 email the form to your cooperating teacher prior to the end of your placement. A sample evaluation form has been included at the end of this handbook.

How should I complete the attendance sheet?

The Fieldwork Attendance sheet is a Google sheet shared three ways between the Fieldwork Supervisor, fieldworker, and the cooperating teacher. The fieldworker will fill in the date and time of fieldwork attendance weekly. The fieldworker can open the sheet on her phone and ask the cooperating teacher to type in her initials in the corresponding cell. At the end of the semester the fieldworker and cooperating teacher will be asked to verify the dates and hours documented on the fieldwork attendance sheet. Please keep track of your required number hours for your course.

Are there any other requirements or responsibilities?

In addition to the completion of the fieldwork attendance sheet, the fieldworker will be asked to complete an online fieldwork survey that includes a brief summary of the fieldwork experience. The fieldwork attendance sheet and survey are part of the course requirements and late or incomplete submissions will impact the candidate's grade in the course.

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. Fieldwork requirements per course are listed in the table below.

Course Number	Course Name	# Fieldwork Hours
EDUC 2130	Foundations of Early Childhood	25
EDUC 2133	EC Linguistic Tools and Literacy Development	25
EDUC 2134	EC Language & Literacy	25
EDUC 2138	EC Curriculum Math & Science	25
EDUC 2300	Intro to Elementary Education	36
EDUC 2301	Childhood Language & Literacy I	32

EDUC 2302	Childhood Language & Literacy II	16
EDUC 2304	Math Methods-Curriculum for Elementary Teachers	16

Education Department Faculty Contact Information

Name	Title	Phone	E-mail	Office
Dr. Miriam Hirsch	Chair, Education Department	212-340-7853	mhirsch2@yu.edu	Room 1001
Professor Donna Greenberg	Fieldwork Supervisor	Cell: 201-981-8094	donna.greenberg@yu.edu	Room 1001
Dr. Emily Witty	Clinical Assistant Professor		ewitty@yu.edu	Room 1005

APPENDIX

Sample Fieldwork Attendance Sheet

 | [S19 Fieldwork Attendance Template](#) in  My Drive

File Edit View Insert Format Data Tools Add-ons Help [All changes saved in Drive](#)

100% | \$ % .0 .00 123 | Arial | 10 | **B** *I* U **A** |  

	A	B	C	D	E	F	G
1			Date of Fieldwo	Time @Placeme	Total Hours	CT initials	
2	Student ID#		EX: 9/16/19	8:30-10:30am		2 msg	
3	School					<input style="width: 100px; height: 20px;" type="text"/>	
4	Grade						
5	Cooperating Teacher						
6	CT email						
7	School Address						
8	SCW Course						
9	Required #hours						
10	Faculty Supervisor						
11	FS email						
12	FS phone						
13							
14							
15							

Sample Letter to the Cooperating Teacher

To the Cooperating Teacher:

On behalf of the Education Department of Stern College for Women, I would like to thank you for taking responsibility for working with our fieldworker. We are grateful for the opportunity that our student will have to learn from you and with you. The fieldworker is expected to spend xx hours in your classroom to fulfill her fieldwork requirement for this semester. This is the student's (first, second, third) fieldwork experience in a classroom. You will receive a copy of the assignments that the students are required to complete as part of their fieldwork experience. Some suggestions:

1. Let your fieldworker take as much responsibility as possible.
2. Give feedback on progress if possible.
3. Gauge your fieldworker's ability. Some fieldworkers may be able to handle a small group of students better than others. However, each fieldworker needs the experience of interacting with children.
4. The fieldworker has been told to abide by the cooperating teacher's classroom expectations and wishes regarding the participation of the fieldworker.
5. The student's supervisor will be available via phone & email, and will be making informal periodic visits.
6. **Please contact the fieldworker's supervisor if difficulties or questions arise.**
7. Please initial the fieldworker's attendance sheet weekly.
8. At the end of the semester you will receive a short survey which is used to evaluate the fieldworker.

Sample Cooperating Teacher Evaluation Form

SCW Fieldworker Evaluation Form

Dear Cooperating Teacher,
Thank you for opening your classroom to our preservice candidates. Your feedback is essential to helping our candidates improve. We appreciate your responses and suggestions. Sincerely, SCW Department of Education

1. The fieldworker demonstrated awareness of developmentally appropriate pedagogy and differentiation [NYS 1; i.e. spoke appropriately to children, used appropriate resources]

Multiple choice

Exceeded Expectations

Met Expectations

Below Expectations

Did not have the opportunity to observe

SAMPLE EMAIL from PETS

Dear _____ ,

Congratulations!

This email confirms that an organization or agency providing services to the NYC Department of Education (NYCDOE) has nominated you for a position. This email covers paid positions and unpaid roles, including student teachers and volunteers. In order for you to begin working or providing services, your prompt action is required. This nomination is contingent upon a satisfactory outcome of several pre-employment screening activities including: fingerprinting, the completion of a questionnaire and a security clearance review. You may not begin working until you have successfully completed this process. Please be advised that if the DOE does not grant you security clearance, your nomination is rescinded effective immediately and you may not work for or provide services to the DOE.

Security Clearance Requirements:

Any person working in the New York City DOE buildings, working with NYC DOE students or who has access to NYCDOE confidential information is required by New York State law to undergo a security review **prior** to commencing services, including a fingerprint review by the NYS Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI). All prospective employees (either working for the NYCDOE, a Vendor or in an unpaid role) must have a security clearance before starting work. No one can be fingerprinted by the NYCDOE or undergo the security clearance unless they have been added to the organization or agency's PETS (Personnel Eligibility Tracking System) roster.

Next Steps - Log Into Applicant Gateway:

Your next step is to log into the DOE's Applicant Gateway! IMPORTANT NOTE: To ensure that you correctly activate your account, you must use the same email address this nomination was sent to. If you must use a different email address than the one you originally provided, you must notify your hiring manager as soon as possible of your new email address. Once in the Applicant Gateway, follow the specific steps required and fill out any required forms. Please visit the NYCDOE Applicant Gateway at <https://www.nycenet.edu/Offices/DHR/agway/> and see the 'Forms Requiring Action' column for information on your next steps.

Valid Social Security Number

Any person being fingerprinted to work in a NYCDOE school or for a NYCDOE program must have a **VALID** Social Security Number (SSN) issued by the Social Security Administration (SSA) and assigned to the person undergoing the security clearance review. Using a number other than your own valid SSN is a violation of Federal Law. When you log into Applicant Gateway, please immediately review your Social Security number. If the one listed is incorrect, do not proceed further. Instead, immediately contact the employer/office that added you to PETS. Failure to address this issue prior to being fingerprinted may result in duplicative processes, including an additional fingerprinting cost.

Fingerprinting Steps:

If Applicant Gateway indicates you need to be fingerprinted:

- Print the Fingerprint Referral Form from Applicant Gateway. This form can be printed only after you have completed all other required forms.
- Ensure you have a valid government-issued photo ID (such as: US Passport, State driver's license, etc.).
- The cost of fingerprinting is \$135. Please bring a check, money order, or credit card to cover this cost (Note: cash is NOT accepted).

Please come in to be fingerprinted as soon as possible, but no later than 10 days after you receive this letter. Please note that this process is required in order for your security clearance to proceed.

Bring the Fingerprint Referral Form, your government issued ID, and the \$135 fingerprint fee to:

**HR Connect Walk-In Center
Division of Human Resources**

**65 Court Street, Room 102 (between Livingston & Joralemon Streets)
Brooklyn, N.Y. 11201**

DECE-ACS Vendor Employee Only:

Please check with your employer before coming to the Walk-In Center. There may be a fingerprinting event scheduled near your work site. Your employer will also give you information regarding the fingerprinting fee.

Bus Drivers and Attendants Only:

-Drivers: Please note that Bus Drivers should check with their bus company before visiting any DOE office, as there may be an upcoming fingerprinting event at your employer's site. If there is no scheduled event, you can get fingerprinted at the Walk-In Center above or at the Office of Pupil Transportation, 44-36 Vernon Boulevard, Long Island City, NY 11101.

-Attendants: Your fingerprinting will take place at the Office of Pupil Transportation, 44-36 Vernon Boulevard, Long Island City, NY 11101.

The HR Connect Walk-In Center is open every business day from 8:30 AM to 5:00 PM. The telephone number is 718-935-4000.

**Please remember that you may not work or provide services until your employer, agency, or organization confirms in PETS that you are eligible to start work. Your employer will then determine your actual first day of employment and work schedule. Please be advised that you will not get paid for any work completed prior to obtaining security clearance.

Additional Information:

Please be advised that all vendor applicants who complete the security clearance process are subject to Chancellor's Regulation C-105, which you can find here: <https://www.schools.nyc.gov/docs/default-source/default-document-library/c-105-english>

If you have any questions about the security clearance process, please email OPIINFO@schools.nyc.gov with your inquiry. You will receive a response within one (1) business day.

Sincerely,
New York City Department of Education

Ref Number : GX4267390 N332 PETS Nomination

Fieldworker Checklist

- 1. Complete fieldwork request form
- 2. Receive PETS registration invitation from Certifications Officer
- 3. Follow information on PETS registration invitation to get fingerprinted at Court Street. If you are an education major, also complete the OSPRA 104 form to send your fingerprints NYC to NYS.
- 4. Acknowledge fieldwork placement from Faculty Supervisor (FS).
- 5. Read SCW Fieldwork Handbook
- 6. Sign Fieldwork Compliance Form
- 7. Receive Fieldwork Attendance Form in google sheets from your FS.
- 8. Attend fieldwork as per your schedule
- 9. Complete attendance sheet information weekly and ask Cooperating Teacher (CT) to initial weekly
- 10. After the first session send brief summary to FS
- 11. Attend weekly; let FS and CT know if any changes due to illness or other reason
- 12. Fieldwork sessions may be made up on Fridays if first checked with FS and CT
- 13. Let FS know if any unexpected difficulties or challenges arise
- 14. Let FS know if you are concerned about something you saw or heard in your placement within 24 hours via email.
- 15. At the end of the semester you will be evaluated by your CT. A sample of the survey is available on the fieldwork handbook.
- 16. At the end of the semester, you will be asked to provide a brief evaluation your placement.
- 17. At the end of the semester, your CT will be asked to review your attendance sheet and corroborate the validity of the document.
- 18. After the semester, the FS will change the settings on the attendance sheet so changes will not be allowed. Please ensure the form is completed before the end of finals.
- 19. The attendance sheet and evaluations remain part of your file with the education program.
- 20. Please address any questions or concerns to your FS, Professor Donna Greenberg (donna.greenberg@yu.edu)