

Description of Coordinator of Field-Based Experience Practicum

The Field Experience Coordinator is responsible for working with Unit and Extended faculty members to complete placements of teacher candidates enrolled in any courses that contain a field experience or practicum with the exception of student teaching internships. Additionally, the Field Experience Coordinator is the professor of record for PED 111/121 Field Experience course. The responsibilities for those courses include the following:

The Coordinator will:

- Introduce students to Field Experience Practicum
- Plan schedule for Computer Lab, Library Resources and e-Portfolio Training
- Inform students of expectations of the course
- Prepare and explain each item in Packets to be used
- Explain syllabi, for Elementary and Secondary, found in handbook
- Define timeline in which each assignment is to be completed and submitted
- Evaluate and document results of students work
- Help students complete student information forms
- Transfer students' information to schools request forms
- Disburse the Request forms to public or private schools for approval
- Inform students of approved and assigned schools
- Give students information needed to locate and get in touch with assigned schools
- Place students in groups for transportation purposes when possible
- Take care of concerns of cooperating teachers or students