

SUNY ORANGE EDUCATION DEPARTMENT

FIELD OBSERVATION/PLACEMENT RESPONSIBILITIES

- The Student Observer will make contact with the Host Teacher **after** (1) completing the Field Placement Survey online at www.sunyorange.edu/education, (2) communicating with the Field Placement Coordinator, (3) receiving the Field Placement paperwork in class, and (4) being granted specific permission (via phone or email) to contact the host site. *Late registrants should contact the Field Placement Coordinator immediately at 341-4486.*
- The student will arrange observation times and dates with the Host Teacher once permission to observe is secured.
- The student must contact his or her host teacher immediately after permission is granted to arrange observations. The student is expected to inform the Field Placement Coordinator if any difficulties arise in establishing contact with the host teacher.
- The Observation Hours Recording Document will be used for attendance. **It is the responsibility of the Student Observer to submit the completed form to the SUNY Orange Instructor upon completion of observation hours. Non-submission of the required paperwork may result in failure of the course.**
- Any changes to the student's placement site or host teacher must be approved by the Field Placement Coordinator and/or the SUNY Orange Instructor **before** any changes are made.
- Special requests for placement must be approved by the Field Placement Coordinator **before** arrangements are made with the host school. The student must make the request **in writing** to the SUNY Orange Instructor. The Field Placement Coordinator will then contact the host school and notify the student of the decision.
- The Student Observer may choose to do one series of observations at his or her place of employment **if it is an approved Field Placement Site**. The student may only observe in a room other than the one in which he or she works. The student may observe at the place of employment **only once per semester**. If the student's place of employment is not already an approved Field Placement Site, the student must contact the SUNY Orange Instructor and Field Placement Coordinator, **in writing**, for approval.
- The Student Observer must respect confidentiality in the classroom. If the student has a concern about something that happens in the Host Teacher's classroom or school, the student must speak privately to the SUNY Orange Instructor or the Field Placement Coordinator.
- The Student Observer must follow any sign-in procedures established by the host site.
- The Student Observer will dress and act in a professional manner.
- The Student Observer will not use any personal electronic devices while at the host site.

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