CSULB ETEC Program Field Experience

Prerequisites:
- To register for field experience a candidate must have a 3.0 GPA for all coursework in the program.
- At least 21 units of work for the master's degree must have been completed prior to registering for field experience.

Field Experience Site:
- The field experience site must have a professional ETEC-related supervisor at least half-time. Site supervisors are expected to have a degree and professional experience in their area of expertise; most supervisors have a master's degree. The site supervisor must have least two years of successful related professional experience at the building level, and be recommended by at least one peer. clinical faculty and b) at least two years of successful professional experience at the building level have been completed; and c) a recommendation by at least one peer. Teacher The supervisor must agree to the written and verbal policies and procedures outlined by the program coordinator.
- The field experience site will be selected by the coordinator in consultation with the candidate and with system administrators as needed.
- An administrator must give approval for the field experience.

Experience:
- Field experience must be completed with a minimum of 90 hours. A schedule is to be developed by the candidate and the site supervisor, then approved by the coordinator. One placement (45 hours) may be waived, depending on the candidate's prior experience (see below).
- Note: Candidates are placed in sites as near to their home (or present site) as possible, but placement is determined by the availability of the appropriate site supervisor, and the probable type of experience (e.g., if a student needs more exposure to students with special needs, then the placement site should provide such services).

Grading:
- The grade for field experience will be assigned by the coordinator after evaluation conferences with the candidate and the supervisor(s).

Application:
- Complete the application form (found below), and email it to the field experience coordinator. Deadline for summer and fall experience is March 1; deadline for spring experience is October 1.

ETEC 580: Field Experience Requirements for ETEC Candidates

ETEC candidates are required to complete a minimum of 90 hours working in an education technology/media professional setting for three units of credit. Candidates must visit the site in person and meet with the supervisor on site before activities are approved; typically, the field experience Coordinator outlines the process in person or by phone at that time.

The site supervisor will expect candidates to show interest, efficiency and initiative. Candidates must demonstrate through their capability, motivation, intelligence and personal qualities that they will be able to administer an educational technology/media program without direction or supervision.

Each candidate will plan a schedule of activities with the supervisor and field experience coordinator. The plan includes a list of dates and hours that the candidate will be working at the site. Each weekly schedule should include a specific time to evaluate the work competed during the week and to plan the next week. If a candidate is going to be absent, the site supervisor must be contacted.

Lessons, presentations, and other activities are to be prepared outside scheduled field experience time. Candidates should not consider field experience as an amount of time to be put in, but as a job to be competed in a professional manner. If it sometimes takes longer for candidates to do a good job than the hours scheduled, it will be to their advantage to spend the time required.

Candidates and the site supervisor should work out a calendar and tentative plan of activities at their preliminary meeting, based on the candidate's self-diagnosis of competencies and goals for improvement. This should include three projects that candidates will complete at that site: one in collaboration, one in technology-enhanced learning environments, and one in program administration. An ethnographic study is also required.

Site Assignments:

The coordinator recommends and approves the Field Experience site. To help with the selection of a site, any geographic, calendar or other special circumstances should be noted on the Field Experience application; these will be considered to the extent possible. One project should address diversity issues.

- Collaboration/Teaching and Learning: Work with a professional at the site to develop and implement a collaborative lesson that will extend over two or more class periods (time includes the planning, presentation and follow-up); this may take the form of the same class for 2 periods (present/start the first day, and follow-up/practice the second day -- or the same presentation/learning activity for 2 difference classes, each one for a period).   Include appropriate handouts for student use, presentation aids, etc. in the lesson plan. Include both pre- and post-activity assessment to measure your impact on student learning. Schedule the lesson at a time the Field Experience Coordinator can observe the activity. Include the lesson plan, materials and related information in the final eportfolio.
- Technology-Enhanced Learning Environment: Participate in a technology-enhanced activity that supports information/knowledge and equity/diversity. Typical projects include: selecting digital resources for purchasing or withdrawal; developing instructional aids for using technology; modifying technology so that students with special needs are ensured physical and intellectual access to information and ideas; developing/implementing technology-enhanced access strategies for ELL students.
- Program Administration/Leadership: Participate in an activity that extends beyond the library/tech center itself to identify its role within the site. Typical projects include: assisting in curriculum development; helping plan campus initiatives that involve educational technology/media (e.g., cross-curriculum technology, class-size reduction, reform efforts, writing initiatives, etc.); assessing an aspect of the site program in light of community needs.
- Conduct an ethnographic research activity. Identify one aspect of the workplace setting that addresses technology/media information resources or services, and conduct an ethnographic research investigation; write up your activity and analysis. The area of investigation should address one of the following topics: educational technology processes, administration, managing resources, managing services, collaboration, or the role of educational technology and media information within a specific organization. Sample specific areas of investigation include (but are

not limited to): collection development, resource management, student information seeking behaviors, collaboration, supervision/ training of staff or aides (including volunteers), instructional strategies, communication (e.g., website, signage, promotional materials, organizational structure and dynamics, the library's assessment role within the institution. Collect data about the issue (e.g., observation, interviews, content analysis), and analyze the results in terms of the professional domain. Some sources to help you with methodology follow: https://www.tesol.org/read-and-publish/journals/tesol-quarterly/tesol-quarterly-research-guidelines/qualitative-research-(critical)-ethnography-guidelines
http://www.cusag.umd.edu/documents/workingpapers/classicalethnomethods.pdf
http://education.stateuniversity.com/pages/2361/Research-Methods-QUALITATIVE-ETHNOGRAPHIC.html

- Good context but more thorough/advanced than needed for this experience: http://www.erialproject.org/wp-content/uploads/2011/03/Toolkit-3.22.11.pdf

Daily Log: Maintain a daily log sheet; include your name, the field experience site, the date and hours worked that day, activities list, a paragraph of reflection, and the cumulative totals hours worked at the site as of the end of that day. Key each activity for the day to the Standards for teacher librarian or ETEC competence. These notes can be brief, but by the end of the 90 hours at the site they should indicate that you have had experiences under each Standard. Send the daily log (mail, fax, email) to the Coordinator at least once a week.

Portfolio: Keep an e-portfolio of your entire Field Experience. In addition, you must develop an e-portfolio of evidence (preferably 2-3 examples per standard) demonstrating that you meet all the program standards. You may structure your e-portfolio as a linked wiki or website. The portfolio will include your: goals and plan of action, daily log, reports on your four projects, lesson plans you have taught, final reflection, and other evidence for meeting your goals. If possible, include photos or a videotape of your site in action. Arrange your evidence to align with the program standards (two exemplars from ETEC: http://elainebernal.wix.com/portfolio#!etec-580 and http://sivyuchia.wix.com/eportfolio and two exemplars for teacher librarians: tp://marilinequihua.weebly.com and http://salpsportfolio.weebly.com/

The final page of the "assessment" part of your portfolio should include a re-diagnosis of competencies, with a list of those activities that you did not complete at the site – noting that you discussed the assessment with the field experience field supervisor (summarize comments in a sentence or two). Identify next steps/goals.

Grading:
You must earn a grade of A or B to receive credit for Field Experience. If you experience problems, please discuss them with the site supervisor and the field experience coordinator early in your assignment; it is possible for you to transfer to another site if necessary.

Each site supervisor will complete an evaluation form in collaboration with you. You both will sign the form, and it will become part of your permanent file. The site supervisor has been asked to inform the field experience coordinator immediately if your evaluation is likely to be below Very Good (B) or Excellent (A). In this case, you will transfer to another site.

Field Experience Coordinator:
The field experience coordinator usually will visit you at least once or twice at each site, at the beginning and then to observe one or more lessons being taught. This will give you an opportunity to discuss problems, plan or do anything else pertinent to your field experience. the coordinator also is available for phone conferences and to meet with you individually as requested.

Acceptance of Current Work Experience For One Level of Field Experience
For candidates who have completed at least one semester of successful work in a professional educational technology/media position, the follow materials may be submitted in lieu of 45 hours of Field Experience at that level:
1. A statement describing in some detail your job assignment for these years.

2. A letter from your principal/administrator verifying the dates of duty you have worked in a professional educational technology/media position, and stating that field experience at your current level will not be necessary.
3. Copy of the most recent written evaluations of your work.

You will register for three units of field experience, and complete 45 hours of action field experience at the alternate level. Credit for the full three units will depend on the completion of the 45 hours of field experience and submission of the materials outlined above.

Application for Field Experience ETEC 580
Name:
Home Phone/ Work Phone:
Email Address:
Address:
Current Employment/Address:
Semester/Year Field Experience is requested:

Placement #1:
Site/District:
Address:
School phone/email:
TL:

Placement #2:
Site/District:
Address:
School phone/email:
TL: