PANHANDLE ALTERNATIVE CERTIFICATION FOR EDUCATORS PROGRAM (PACE)

Non-local Placements (outside Amarillo or Canyon ISD)
Field-Based Experiences—General Information/Guidelines

TO: PACE Program Applicants
FROM: Susan L. Allen and Gilbert Antunez
SUBJECT: Field-based Experiences Information
ENCL: Field-based Placement Request, Memo to Campus Personnel, Field-based Experiences Reflection Survey Questions, Time Log, and Comment Page

Because school society is ever changing, potential educators need to experience the present-day school atmosphere before making a final commitment to teaching. Candidates must complete a minimum of thirty (30) clock-hours of field-based experiences prior to assignment in an internship or clinical teaching (Texas Administrative Code §228.35, d, 1).

- At least 15 of the 30 clock-hours must be completed in authentic school settings with the candidate actively engaged in instructional or educational activities under supervision in content or grade-level specific classrooms with actual students and instruction by content certified teachers.
- Up to 15 of the 30 clock-hours may be completed through the use of video technology (see Field Experience Video Observation Form).

Applicants currently employed as fulltime instructional aides may be given credit for some or all of the hours with documentation that their experience meets the criteria above and if approved by the program director or assistant director. Other current public school experience may be considered on a case-by-case basis if requested upon program application; however, substitute teaching experience may not be used in lieu of any of the hours.

Please follow these procedures to arrange the field-based experiences placement:

- Contact the Human Resources or Personnel office of the school in which you want to observe for an appointment.
- Please give the HR director a copy of the Memo to Campus Personnel when requesting a field-based experiences placement and follow the district procedures regarding a background check.
- The district may contact our office for verification of program participation.
- Upon receiving your placement from the district, contact the teacher to schedule the times/dates of your experience.

FE Info continued on next page
FE info, continued

Professional behavior is expected during these observation experiences. Follow the following guidelines; failure to adhere to these guidelines will result in your being removed from the program:

- **Confidentiality**—The relationship between you as a visitor and the school demands a great deal of trust. Please maintain confidentiality regarding students and teachers in all situations.

- **Interaction**—Please remember that you are a guest in the classroom. Be attentive to the advice/instruction of your teacher, but show initiative as appropriate.

- **Dress**—A school is a professional environment; make sure you know and follow the dress code of the campus. Sweats, jeans, flip-flops, and athletic shoes are NOT allowed; even if the teachers wear them, you are not allowed to wear them. Cover all visible tattoos and remove visible piercings with the exception or earrings. Regard every campus visit is a “mini interview” and dress accordingly.

- **Timeliness**—You MUST arrive early for each appointment and remain the entire time; tardiness or early departure reflects poorly on your professionalism.

- **Common sense**—Tobacco products, firearms, and alcohol are ILLEGAL on public school campuses; make sure you do not have these items in your car when you go to a campus. Cell phones are not allowed; put your cell phone away and off or on silent during the entire field-based appointment.

- You should observe teacher interaction with the class, groups, and individual students; and you should be actively engaged, under supervision, in instructional and educational activities.

Upon completion of the field-experience hours, you will submit an online reflection. Please print the list of reflection questions on the next page and refer to these questions as you complete field-based experiences. If you are not familiar with some of the terms or did not directly observe specific practices, you will need to do some research and discuss these questions with the teacher whose classroom you visit.

- Please provide the teacher with a copy of the *Memo to Campus Personnel*.

- Maintain the *Classroom Observation Time Log* and have it signed by the teacher and principal, and ask the teacher and principal to complete the *Observation Comment Page*.

- Submit both documents, the *Classroom Observation Time Log* and *Observation Comment Page*, to the OAC immediately upon completion of the field experience hours.

Field-based experiences documentation must be submitted and the applicant must complete the *Field-based Experiences Reflection Survey* *(see attached questions)* by the end of the semester. Completion of 30 hours of early field-based experiences is required for probationary certificate eligibility.
PANTHANDLE ALTERNATIVE CERTIFICATION FOR EDUCATORS PROGRAM (PACE)  
Non-local Field Placement Request (outside Amarillo/Canyon ISD)

TO: The Candidate Listed Below

FROM: Susan L. Allen, Director  
       Gilbert Antunez, Assistant Director

SUBJECT: Field Experience Placement Request

Each alternative certification candidate must complete thirty (30) clock hours of field experience prior to internship or student teaching. There are two reasons for this requirement:

- School society is ever changing. Each applicant needs to experience the present day school atmosphere before making a final commitment to teaching.
- The applicant can gain valuable information from the observation and interactive experiences.

This experience provides an opportunity to participate in an instructional setting similar to that in which a candidate intends to be employed. It also allows for observation and evaluation by a practicing teacher, which will assist this office in assessing the candidate's potential to be a successful teacher.

Please indicate the district and the semester/year in which you plan to complete the field-based experiences requirement.

<table>
<thead>
<tr>
<th>Name</th>
<th>WT ID or last 4 digits of SSN</th>
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<tbody>
<tr>
<td>Email</td>
<td>Phone</td>
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Certification Area/Grade Level

<table>
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<tr>
<th>Semester Requested</th>
<th>Fall</th>
<th>Spring</th>
<th>Year</th>
</tr>
</thead>
</table>

Please indicate the district where you will request placement: ______________________________

(Do not use this form to request a placement in Amarillo or Canyon ISD; use the AISD/CISD request form.)

Please do not write below this line; for office use only.

The candidate above is approved to complete early field-based experiences; he/she must follow the school district's policies regarding a background check.

Signature of Program Director

Date
Field-based Experiences Reflection Survey Questions

All teacher preparation candidates are required by Texas Administrative Code to complete 30 hours of early field-based experiences prior to internship. Upon completion, you will complete a Field-based Experiences Reflection Survey, so please refer to these questions as you complete observations; if you are not familiar with some of the terms or did not directly observe specific practices, you will need to do some pre- and/or post-observation research. In addition, you should discuss these questions with the teacher(s) whose classroom(s) you observed.

1. Survey Question 1 will request your name and the last 4 digits of your SSN.

2. Identify the setting(s) of your approved field-based experiences. Under separate cover, submit documentation as noted.
   a. formal classroom observations/participation (submit Time Log and Comment Page)
   b. substitute teaching (15 hours maximum with submission of district employment record)
   c. paraprofessional experience (15 hours maximum with submission of district service record)
   d. other experience as pre-approved (submit pre-approved documentation)

3. Identify the context of the school (elementary, intermediate, middle school or junior high, high school).

4. When observing the students in the classroom what did you notice about the engagement of the students? Were they all engaged? Were some of them engaged? How were you able to tell if the students were engaged in the learning process? What strategies were used to engage students in learning (i.e., differentiated instruction, scaffolding, learning style and modality modifications, critical thinking questioning, small group instruction, cooperative learning strategies, etc.)?

5. What instructional strategies were used to address the needs of English Language Learners (ELL)?

6. What instructional strategies were used to address the needs of students with disabilities?

7. Discuss the learning objectives with the teacher. What did the lesson plan look like? How and when were the objectives assessed?

8. Discuss evidence of consideration given to classroom organization and management of student behavior (i.e., classroom arrangement, availability of supplies and materials, classroom procedures, classroom rules, discipline management plan, etc.).

9. What instructional technology was available in the classroom (i.e., SMART Board, document camera, presentation software, etc.).

10. How does the teacher use technology to access, manipulate, and analyze data to increase student achievement?

11. List at least three (3) specific practices or strategies you plan to use in your classroom as a result of your observations.

12. Explain how your field-based experiences will contribute to your ability to have a successful and positive classroom when you become a teacher.
TO: School Administrators and Classroom Teachers

FROM: Susan L. Allen, Director
       Gilbert Antunez, Assistant Director

SUBJECT: Field-based Experiences for Alternative Certification Applicant

Thank you for allowing a PACE candidate to visit your school/classroom. Because school society is ever changing, potential educators need to experience the present-day school atmosphere before making a final commitment to teaching. Candidates must complete a minimum of thirty (30) clock-hours of field-based experiences prior to assignment in an internship or clinical teaching (TAC §228.35, d, 1).

At least 15 of the 30 clock-hours must be completed in authentic school settings with the candidate actively engaged in instructional or educational activities under supervision in content or grade-level specific classrooms with actual students and instruction by content certified teachers. This participation should include as much of the “normal” daily routine as possible and include some planning, active engagement with students, and delivery of a “mini-lesson” if possible. The student observer should be involved in as many of the following activities as appropriate:

- Observation of the class/teacher interaction,
- One-on-one interaction with individual students,
- Small group interaction, and
- Presentation of a mini-lesson to the entire class, if possible.

This experience provides the candidate with the opportunity to participate in an instructional setting similar to that in which he/she intends to be employed. Furthermore, it allows for observation and evaluation by a practicing teacher (you), which will assist the program staff in assessing the potential of this individual to be a successful classroom teacher.

Please sign the Observation Time Log and complete the Observation Comment Form which will be used to document the candidate’s involvement at your school. If you prefer, you may put the comment form in a sealed envelope before giving it to the candidate.

Your assistance is greatly appreciated and we welcome any comments or suggestions you may have to offer. If you have any questions concerning this activity or the PACE program in general, please contact us at your convenience, (806) 651-2599.

Thank you for your cooperation with and support of our candidates and program.
# Field-based Experiences Time Log

**Candidate’s Name:**

**WT ID or SSN (last 4 digits):**

**District:**

**Campus:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Observation Time</th>
<th>Subject</th>
<th>Grade</th>
<th>Signature of Classroom Teacher*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td>Hrs:Min</td>
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**Total Time**

(Use additional pages, if needed; please total each page.)

/  

 Principal’s Printed Name

 /  

Signature  

Date

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**Candidate’s Signature**

*See attached comment page.

The candidate should submit the Time Log and Comment Page to the OAC as soon as complete.
Field-based Experiences Comment Page

Candidate's Name:  
WT ID or SSN (last 4 digits):  
Certification Area:  
Classroom Teacher:  
Campus:  
Grade Level:  

Please help our program by providing your impressions of this individual as a prospective classroom teacher. You may give the completed form to the candidate as is or in a sealed envelope. Thank you.

**Please rate this candidate based upon your observations and interactions** *(completed by the classroom teacher)*.

Circle the appropriate number.

<table>
<thead>
<tr>
<th>Did not meet expectations</th>
<th>Met expectations</th>
<th>Exceeded expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

1. Communicates effectively with you, the teacher
2. Interacts effectively with the students
3. Asks intelligent questions
4. Seems interested in learning about students
5. Seems interested in learning from you
6. Has a desire to understand how students learn
7. Understands the need for modifications for students
8. Indicates sensitivity to all students
9. Attentive
10. Demonstrates eagerness to learn
11. Arrives early or on time
12. Dependable and accountable
13. Well-groomed
14. Dresses appropriately
15. Behaves professionally and appropriately
16. Overall impression

Classroom teacher comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Classroom Teacher  
Date  

The candidate should submit the *Time Log* and *Comment Page* to the OAC as soon as complete.