

**PANHANDLE ALTERNATIVE CERTIFICATION FOR EDUCATORS PROGRAM (PACE)
POST-BACCALAUREATE TEACHER CERTIFICATION PROGRAM (PB/CERT)**

Classroom Observation Packet

TO: Alternative Certification Program Applicants

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

SUBJECT: Field Experience Placement Information

ENCL: *Field Placement Request, Memo to Campus Personnel, Field Experience Reflection Survey Questions, Observation Time Log, and Observation Comment Page*

According to Texas Administrative Code, educator preparation program candidates must complete thirty (30) clock hours of field experience prior to internship or student teaching and complete a survey reflecting on that experience (see attached survey questions). Please follow these procedures to apply for the field experience placement:

- Anyone seeking a placement in Amarillo or Canyon ISD must submit a *Field Placement Request* (see next page) to Mr. Buddy Fox, Director of Teacher Preparation and Advising, by fax, 806/651-3626. **Do not contact AISD or CISD directly; you must go through Mr. Fox for an AISD or CISD placement.**
- For assignment in a district other than Amarillo or Canyon ISD, contact the principal of the school in which you want to observe for an appointment. Please give the principal a copy of the *Memo to Campus Personnel* when requesting a field experience placement.

To complete the observation hours, please follow these guidelines:

- Upon receiving your placement, contact the teacher and schedule the times/dates of your observations; be there early for all observation appointments and remain the entire time.
- **Professional dress and behavior are expected during these observation experiences.**
- Please provide the teacher with a copy of the *Memo to Campus Personnel*.
- You should observe whole class/teacher interaction, one-on-one interaction with individual students, small group interaction, and if possible present a “mini-lesson” to the entire class.
- 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 classroom observation, but **no later than May 1, 2012.**

Observation hours may be waived in total for those applicants currently employed as fulltime teachers or instructional aides and current substitute teachers. *Waivers will be granted only with submission of a service or employment record from a school district.* Other K-12 school experience may be considered on a case-by-case basis if requested upon program application. All field experience documentation must be submitted **no later than May 1, 2012,** and **ALL applicants must complete the [Field Experience Reflection Survey](#) (see attached questions) by May 1, 2012.**

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Field Placement Request for Amarillo or Canyon ISD

TO: Mr. Buddy Fox, Director
Office for Teacher Preparation and Advising

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 applicants with the opportunity to participate in an instructional setting similar to that in which they intend to be employed. It also allows for observation and evaluation by a practicing teacher, which will assist this office in assessing their potential to be successful teachers.

The individual listed below is requesting a placement for completing this field experience requirement during the semester indicated. An "Observation Packet" containing observation requirements and documentation forms is available through the Office of Alternative Certification, OM 413, (806)651-2599, or online, www.wtamu.edu/pace.

Thanks for your assistance in providing a field experience placement for this individual.

Complete and submit to Mr. Fox by fax, 806/651-3626.

Name _____ WT ID or SSN _____

Phone _____ Email _____

Certification Area/Level _____

Semester/Year of Requested Placement _____

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Field Experience Information for Campus Personnel

TO: School Administrators and Classroom Teachers

FROM: Susan L. Allen, Director; Gilbert Antunez, Assistant Director
Office of Alternative Teacher Certification (OAC)

SUBJECT: Field Experience for Alternative Certification Applicant

Thank you for allowing an alternative certification candidate to visit your school/classroom. According to Texas Administrative Code, teacher candidates must complete thirty (30) clock hours of field experience prior to internship or student teaching. This participation should include as much of the “normal” daily routine as possible and include some planning and delivery of a “mini-lesson” if possible. The student observer should be involved in the following activities:

- 1) Observation of the class/teacher interaction,
- 2) One-on-one interaction with individual students,
- 3) Small group interaction, and
- 4) 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.

If you have any questions concerning this activity or the alternative certification programs in general, please contact us at your convenience, 806/651-2599.

Your support and assistance are greatly appreciated and we welcome any comments or suggestions you may have to offer. Thank you for your cooperation.

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Field Experience Reflection Survey Questions

All teacher preparation candidates are required by Texas Administrative Code to complete 30 hours of early field experience prior to internship. You will complete a [Field Experience Reflection Survey](#) online and submit documentation of the 30-hour requirement directly to the Office of Alternative Certification (mail, fax, or in person) **no later than May 1, 2012**.

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 of your approved field experience. Under separate cover, submit documentation as noted.
 - a. formal classroom observations (submit *Time Log* and *Comment Page*)
 - b. substitute teaching (submit district employment record)
 - c. paraprofessional experience (submit 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 experience will contribute to your ability to have a successful and positive classroom when you become a teacher.

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Field Experience (Classroom Observation) Time Log

Candidate's Name: _____ WT ID or SSN (last 4 digits): _____

District: _____ Campus: _____

Date	Time		Total Hours	Subject	Grade	Signature of Classroom Teacher*
	From	To				

Principal's Printed Name / Signature Date

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 Experience 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.	Did <u>not</u> meet expectations	Met expectations	Exceeded expectations
1. Communicates effectively with you, the teacher	1	2	3
2. Interacts effectively with the students	1	2	3
3. Asks intelligent questions	1	2	3
4. Seems interested in learning about students	1	2	3
5. Seems interested in learning from you	1	2	3
6. Has a desire to understand how students learn	1	2	3
7. Understands the need for modifications for students	1	2	3
8. Indicates sensitivity to all students	1	2	3
9. Attentive	1	2	3
10. Demonstrates eagerness to learn	1	2	3
11. Arrives early or on time	1	2	3
12. Dependable and accountable	1	2	3
13. Well-groomed	1	2	3
14. Dresses appropriately	1	2	3
15. Behaves professionally and appropriately	1	2	3
16. Overall impression	1	2	3

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.

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