I. **Unit Title:** Office of Field Experiences

**Unit Administrator:** Susan P. Lee

II. **Data and information for department:**

**Responsibilities of the Office of Field Experiences**
1. Screening and approval of all students who register for student teaching
2. Making arrangements with schools in the area of the placement of student teachers, the placement of interns, the placement of student doing practicum work, and for pre-teaching school visits and maintaining all records.
3. Making contacts and plans for clinical and laboratory work for all teacher education requirements which are done off-campus for the entire university
4. Maintaining all records of student teachers
5. Project management for the Center for Teaching and Learning, with funding from US Department of Education
6. Licensure verification
7. Certification Officer
8. Management of technology for the College of Education

III. **Personnel:**

Susan P. Lee, Ed. S., Director
Patti W. Boswell, Senior Secretary

**Noteworthy activities and accomplishments:**

1. The Director of Office of Field Experiences was reestablished as a full time administrative position;
2. Student CDs were produced by the Office of Field Experiences to provide students, cooperating teachers, and university supervisors with access to all forms, paperwork, and information vital to the success of field experiences;
3. All forms used by students engaged in field experiences were put on line to expedite gathering of information and for aggregation of data
4. Cooperating teacher Staff Development sessions for teachers from schools accepting student teachers from Delta State University were hosted by the Office of Field Experiences during the Fall 2004 and Spring 2005 semesters;
5. Organized and instituted a pilot project for e-learning between the College of Education and two delta school districts, teaching interactive Spanish classes
to East Side High School in Cleveland, MS, and Western Line High School in Avon, MS;
6. Worked with Dr. Nicholson to serve as Induction Mentor for Teach Mississippi Institute participant who taught interactive Spanish classes in the e-learning pilot initiative;
7. Continued placement of students in field experiences, student teaching and internships;
8. Continued to participate in Cooperating Teachers Conferences;
9. Supported faculty to participate in significant number of professional meetings;
10. Participated in COE professional development sessions;
11. Participated in DSU recruitment opportunity in conjunction with MS Teacher Center Teacher Recruitment Day;
12. Conducted a minimum of two per semester meetings with all education majors, keeping them informed on updates, deadlines, and other important information from the Office of Field Experiences;
13. Chaired Committee for the COE Scholarship Luncheon;
14. Member of NCATE conceptual framework committee, participating in the writing of the conceptual framework and providing technical support in the completion of the framework and model;
15. Collaborated with the Student Engagement Committee;
16. Co-chaired the First Academic Chairs’ Conference hosted by the College of Education;
17. Assisted in the pilot year implementation of Taskstream software for assessment and electronic portfolios;
18. Participated in the STEP Project Retreat;
19. Conducted professional development sessions for Bankston Elementary School in Greenwood, MS;
20. Attended AACTE, NCATE, and AASA conferences;
21. Serve on MS Delta Technology Council;
22. Serve on Technology Across the Curriculum Taskforce;
23. Participated in Board of Examiner Training and served as a BOE member;

New position(s) requested, with justification:

None requested

Recommended change of status
(such as promotion/change in title/change in responsibilities):

None requested
V. Department Goals for 2004-05

Goal/Student Outcome 1
Establish a computer information system to process student applications for admission to the Teacher Education Program and student teaching, implement a monitoring procedure for student progress, and communicate student progress/failure to appropriate faculty members.

Expected Results
Improved communication system for information dissemination to appropriate faculty members and Teacher Education Council.

Improved monitoring procedures of student progress.
Initiate IHL – Title II reporting through the state and USDOE.

Assessment Procedures
Feedback from the faculty and Teacher Education Council members.
An audit of student records each year by a state assessment team.
Report card published by the state.

Goal/Student Outcome 2
Provide effective and early placement of student teachers who meet Teacher Education Council’s requirements for student teaching leading to licensure and job placement/graduate school.

Expected Results
Extended on-the-job experiences with cooperating teachers for preparation to enter the workforce.

Integration of classroom preparation for student teaching with specific placement conditions for each student.

Program completers obtain Mississippi licensures and firm job offers or acceptance into graduate school.

Assessment Procedures
Surveys of student teachers immediately prior to graduation and after one year of service.

State survey of educational graduates at the end of the first year of teaching.

**Unit Goal/Student Outcome 3**
Provide field experience opportunities for students in multiple educational environments in preparation for professional service after graduation.

**Expected Results**
Students experience the school environment of professional educators by classroom visitation, interactions with educators, and teaching selected lessons.

Students experience teaching and learning in the classroom through observation, performing routine tasks in schools, and actually teaching.

**Assessment Procedures**
The number of faculty members who request for field experiences for students.

The percent of students who complete 30 hours of field experiences in introductory courses for admission to Teacher Education Program.

Faculty members monitoring of field experiences provides qualitative information.

**Unit Goal/Student Outcome 4**
Coordinate assessment of student performance on state mandated exams and first-year graduates through survey instruments to determine effectiveness of the teacher preparation program.

**Expected Results**
Improve curriculum by faculty use of information and data on student performance.

Use of teacher licensure information by students and practicing educators to prepare for and obtain teacher licensure appropriate for first year placement.

**Assessment Procedures**
Annual survey of education graduates and employers during their first year of employment.

Analysis of student performance on the standardized tests.