Delta State University

College of Education

Office of Field Experiences

Annual Report
2003-2004

C. Hines Cronin
Director of Field Experiences
Coordinator of Teacher Education
OFFICE OF FIELD EXPERIENCES  
COLLEGE OF EDUCATION

I. UNIT TITLE

Office of Field Experiences, College of Education

II. PERSONNEL

C. Hines Cronin, Ed.D., Director  
Marie Beckham, Senior Secretary

A full-time position is recommended for Director of Field Experiences.

An upgrade with salary increase is recommended for the senior secretary’s position.

Justification: Expanded duties of assigned responsibilities to the Office of Field Experiences. These responsibilities, beginning in 1996, include management of (1) technology for the College of Education, (2) project management for the Center for Teaching and Learning, with funding from U S Department of Education, and (3) licensure verification. The workload has more than doubled.

No new positions are requested.

Noteworthy activities and accomplishments include establishment of the Center for Teaching and Learning, increased test data management, and continued escalation of technology in the College of Education.

III. UNIT GOALS

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.
VI. UNIT BUDGET PLAN  
(2003-04 Budget and 2004-05 Budget Request)

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<th>Account</th>
<th>2003-04 Budget</th>
<th>2004-05 Budget Request</th>
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*Increase Justification:
Salary for Field Director increase to re-establish the full-time position

Salary for Senior Secretary increase to create a competitive salary with other secretary positions in the College of Education.

Travel increase to fund escalating cost of reimbursement for travel by student teacher and intern supervisors.