



## Field Site Expectations for Block 4 Preservice Teachers

Kent State University – Early Childhood Education Program

### CONTACT PERSON:

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### Overview of Field Experience

- Start Date of Field: Wednesday, January 24, 2024
- End Date of Field: Thursday, May 2, 2024
- Weekdays in Field: Wednesdays and Thursdays
- Length of Day in Field: Full Teacher Workday
- Exceptions:
  - Two “full” weeks (Mon.-Fri.): March 11- 15 and April 15-19
- Preservice teachers follow KSU calendar.
  - Observe KSU Spring Break – March 27-28
  - Observe KSU any days off for inclement weather
  - **If preservice teacher needs to make up days** to complete required coursework or otherwise, this is expected and should be arranged between mentor and preservice teacher.
- **Thoughts to Support Block 4 Preservice Teachers:**

Interact / be actively engaged with the children all day (not be sitting down), from start of placement.
- Take on responsibility for certain portions of daily teaching. Experiencing the life of the teacher is a valuable opportunity. Help preservice teacher with classroom management and transitions.
- Discuss differentiated instruction and assessment for the entire class (including special ed, ELL, Title I, etc). Students may begin teaching from the mentor lesson plan and then begin to plan and implement lessons with the help of the mentor teacher that include differentiation and assessment. Students may follow your lesson plan template or KSU template [KSU Lesson Plan Example Template \(1\)](#)
- Submit lesson plans at least one week in advance of teaching any lesson. The plans need to be reviewed by the mentor teacher (and supervisor, if related to a formal observation) to receive feedback. Plans should be modified based on feedback before facilitating the lessons.
- Meet with a University Supervisor/Facilitator, who will visit the classroom twice and do two informal observations and give the preservice teacher feedback.
- Call the Mentor Teacher and University Supervisor if absence is necessary (contagious illness or death in the immediate family are generally considered the only excused absences). You must also communicate absences to University Supervisor via email or phone. Absences must be made-up as stated in handbook- Fridays and/or Exam Week is an acceptable time to do this.
- By semester end, preservice teacher will plan/teach a minimum of two full teacher days, including whole group instruction

## Mentor Teacher Responsibilities

- **The Mentor Teacher is the Instructor-in-Residence!** Pointing out what the preservice teacher is doing that is effective/desirable as they work with children is very helpful. Speaking to them before or after school about what they can do to improve is equally valued. These include suggestions about curriculum as well as classroom management techniques.
- **Observe the preservice teacher and give feedback.** Have the preservice teacher complete a lesson plan and give feedback (both positive and constructive) after the lessons.
- **We desire a mutually beneficial experience for the pre-service teacher and mentor teacher** – discuss your goals with the intern and Supervisor; indicate how the intern and Supervisor can support you in progressing towards your goals for the classroom.
- **Model open, professional communication for the pre-service teacher.** Make introductions, ask thought provoking questions, seek insights, share your reflections on your early years, and facilitate growth as a role model.
- **Attendance.** If the preservice teacher is absent even once (unexcused) or is tardy, please contact supervisor/facilitator immediately.
- **Address any questions or concerns regarding pre-service teacher** expectations or interactions with staff, children, or families to the University Supervisor assigned to the preservice teacher. If needed, please feel free to also contact Kim Sethna, Block IV Coordinator ([ksethna@kent.edu](mailto:ksethna@kent.edu)). It is never too early!

## Block IV Evaluations

The Mentor teacher and the preservice teacher will meet to co-complete the evaluation form of the pre-service teacher in a formal way twice, once at mid-term and once toward the end of the semester. **The university supervisor does not complete the evaluation.** The student is responsible for uploading completed evaluation in Canvas.

**Midterm Evaluation Due:** March 15, 2024    **Final Evaluation Due :** May 2, 2024

For the KSU pre-service teacher to “pass” Block IV, they need to have either “partially met” or “met” ten of the twelve **highlighted** items on the final evaluation form. Please evaluate students on item numbers 1,2,3,4,6,8,11,13,14,16,17 and 19 for both the midterm and final evaluation. The remaining items do not need to be evaluated but you are encouraged to discuss their importance with the pre-service teacher.

## Preservice Teachers should NOT:

- do homework in the field, i.e., reading assigned texts or typing papers
- include commuting time in field hours
- using social media (unless the Mentor Teacher specifically requests it for the purpose of communicating school events with families and/or staff).
- Be on their phone unless it is a designated break without students present