

FIELD EXPERIENCES IN MIDDLE AND SECONDARY TEACHER PREPARATION
UNIVERSITY OF MINNESOTA, MORRIS
MORRIS, MN 56267

Field Experiences are an important aspect of teacher preparation. To best prepare yourself for an initial license and employment as an educator you need to have experience teaching at a variety of grade levels and in classrooms with students of different cultural backgrounds from the one in which you completed your K-12 schooling. For example, if you attended school in rural Minnesota, you probably encountered a mostly European culture. To prepare yourself for teaching a diverse population you would want to complete a field placement in another culture such as Chicago, El Paso, Twin Cities, overseas, etc. We suggest you visit the secondary education website: <http://www.mrs.umn.edulacademic/education.html> and the Global Student Teaching website: <http://www.globalst.org> for further information.

You will complete two major field experiences in your preparation as a middle and secondary school teacher: a fall practicum and student teaching.

FALL PRACTICUM

The fall practicum is a part-time placement during fall semester and is completed in conjunction with education and methods classes. Success in the fall practicum is a factor in your continuation in the education program. During the fall practicum you will complete about 150 hours in a middle or secondary classroom. You will need to schedule a three hour block of time three days a week. If your placement school has a traditional schedule of a six or seven period day, you will be actively involved in two or three classes. If the school is organized on a block schedule you will work with one or two classes.

SELECTING A LOCATION FOR THE FALL PRACTICUM

You may request a placement at an elementary, middle, junior, or senior high school for this practicum. Since you will be taking education and methods classes on Tuesdays and Thursdays, it may work best for you to schedule your practicum for mornings or afternoons on Monday, Wednesday, and Friday, though alternate schedules can work.

In most cases you will request a placement in schools within a 60 mile radius of Morris, though you are not limited to that area. Some of the schools within the UMM area are listed below.

Discovery Middle and Jefferson High School in Alexandria, grades 7-9 and 10-12, 45 miles
Chokio-Alberta Secondary School in Chokio, grades 7-12, 25 miles
Benson Secondary School in Benson, grades 7-12, 25 miles
Clinton-Graceville Secondary School, grades 7-12, 37 miles
Herman-Norcross Secondary School in Herman, grades 7-12, 22 miles
Lac qui Parle Valley Secondary School between Appleton and Madison, gr. 7 -12, 37 miles
Minnewaska Secondary School between Starbuck and Glenwood, grades 7-12, 25 miles
Ortonville Secondary School in Ortonville, grades 7-12, 50 miles
West Central Secondary in Barrett, grades 7 -12, 22 miles
Wheaton Secondary School in Wheaton, grades 7-12, 35 miles
Willmar Junior and Senior High School in Willmar, grades 7-8 and 9-12, 57 miles

September 25, 2000

Dear Practicum Teacher:

Thank you for assisting our secondary practicum students during fall semester. We appreciate your willingness to help prepare our candidates for the teaching profession.

We hope the experience is going well and we encourage you to contact us with questions or concerns.

We are approaching the mid-term mark in the semester and we also must decide if a student should continue in a student teaching placement next term. Your input will help us determine the strengths and weaknesses of our students.

Enclosed is a mid-term evaluation form to help assess the work of your practicum student. We will ask you to complete another form at the conclusion of the practicum placement. Would you take a few minutes to complete the form and add any comments that you feel will help us assess the student's work?

Enclosed is a stamped, self-addressed envelope for your use in returning the evaluation. It will be most helpful to us if we could receive your comments by October 6.

Sincerely,

Judy Kuechle
Coordinator of Secondary Education
jkuechle@mrs.umn.edu

December 1, 1999

Dear Practicum Teacher:

Thank you for assisting our secondary practicum students during fall semester. We appreciate your willingness to help prepare our candidates for the teaching profession.

Enclosed is a final evaluation form to help assess the work of your practicum student. This form incorporates the ten standards used by the Minnesota Board of Teaching in granting a teaching license. We realize this is a busy time of the year, but would you take a few moments to complete the form and add any comments that you feel will help us assess the student's work?

Since this practicum experience is new to our education program, may we ask your opinion on the format and other aspects of the practicum experience? Any suggestions and ideas you might share will help us to improve the practicum.

Enclosed is a stamped, self-addressed envelope for your use in returning the evaluation. It will be most helpful to us if we could receive your comments by December 9.

Sincerely,

Judy Kuechle
Coordinator of Secondary Education

FALL PRACTICUM MID-SEMESTER EVALUATION**Open File**

Student Name_____

Cooperating Teacher_____

School_____

Please place a check in the appropriate box to indicate progress in the fall practicum.

	Excellent	Satisfactory	Needs Work
Interaction with students			
Attitude toward teaching/students/faculty			
Willingness to assist or participate			
Shows up on time/ Completes scheduled time			

Additional Comments: Provide information on the student's skills, experience, teaching methods, initiative, creativity, etc. What are the student's strengths and weaknesses? What areas of instruction should this student further develop?

In your opinion, should this student continue in the secondary education program?

☐ Yes ☐ No ☐ Unsure

In your opinion, should this student be placed for student teaching?

☐ Yes ☐ No ☐ Unsure_____
Signature, Cooperating Teacher_____
Date

Please return this form, before October 6, to your practicum student or mail it to: Judy Kuechle,
Division of Education, University of Minnesota-Morris, Morris, MN 56267

FALL PRACTICUM PLACEMENT SCHEDULE

Student Name_____

Cooperating Teacher_____

School_____

Schedule of Practicum Placement:

Monday	Tuesday	Wednesday	Thursday	Friday
Time:				
Room:				
Subject:				

Summative Evaluation of Student Teaching and Teacher Recommendation

Name of Teacher Candidate _____

Subject/Grade Level _____ School _____

Please check the boxes that most accurately describe the above candidate in comparison with other student teachers. (The categories are described on the back of this form.) In the space provided, comment on the qualifications of this candidate as a prospective teacher. This form will become part of the candidate's permanent file.

	Unsatisfactory	Below Average	Average	Above Average	Outstanding
Subject Matter					
Student Learning					
Diverse Learners					
Instructional Strategies					
Learning Environment/Classroom Management					
Communication					
Planning Instruction					
Assessment					
Reflection & Professional Development					
Collaboration, Ethics, & Relationships					

Comments:

Signature _____ Professional Title _____ Date _____

Address _____

_____ Telephone _____

