

SUNY ORANGE EDUCATION DEPARTMENT

FIELD OBSERVATION/PLACEMENT RESPONSIBILITIES

- The Student Observer will make contact with the Host Teacher **after** completing the Field Placement Survey online at www.sunyorange.edu/education, communicating with the Field Placement Coordinator and receiving the Field Placement folder in class. *Late registrants should contact the Field Placement Coordinator immediately at 341-4486.*
- The student will arrange observation times and dates with the Host Teacher.
- The Host Teacher/Student Observer Agreement/Attendance Sheet will be used for attendance. **It is the responsibility of the Student Observer to submit the completed form to the SUNY Orange Instructor upon completion of observation hours.**
- Any changes to the student's placement site or host teacher must be approved by the Field Placement Coordinator and/or the SUNY Orange Instructor **before** any changes are made.
- Special requests for placement must be approved by the Field Placement Coordinator **before** arrangements are made with the host school. The student must make the request **in writing** to the SUNY Orange Instructor. The Field Placement Coordinator will then contact the host school and notify the student of the decision.
- The Student Observer may choose to do one series of observations at his or her place of employment **if it is an approved Field Placement Site**. It is recommended the student observe in a room other than the one in which the student works. The student may observe at the place of employment **only once per semester**. If the student's place of employment is not already an approved Field Placement Site, the student must contact the SUNY Orange Instructor and Field Placement Coordinator, **in writing**, for approval.
- The Student Observer must respect confidentiality in the classroom. If the student has a concern about something that happens in the Host Teacher's classroom or school, the student must speak privately to the SUNY Orange Instructor or the Field Placement Coordinator.
- The Student Observer must follow any sign-in procedures established by the host site.
- The Student Observer will dress and act in a professional manner.
- The Student Observer will not use any personal electronic devices while at the host site.

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