Siena College Education Department

INSTRUCTIONAL THEORY AND PRACTICE (EDUC-481)
FIELD EXPERIENCE Activity RECORD

Student’s Name___________________           Grades(s)/Subject Area(s)____________________
School __________________________           Cooperating Teacher ________________________

The Student will engage in the activities listed below under the guidance of the Cooperating Teacher. The Cooperating Teacher is asked to date the completion lines. Students will complete these activities at each school site with each Cooperating Teacher. Please sign, date, and return the completed form to Siena College as indicated.

Activity                               Completed (date)
1. Discuss teaching strategies appropriate to Cooperating Teacher's Content area.
2. Prepare two Lesson Plans (Business area prepares four Lesson Plans) for the Cooperating Teacher's classes. Lesson plans should provide for the needs of a diverse student population, including those with disabilities. [Lesson plans are to be included in your Work Sample.]
3. Teach one full-period or block lesson. (Business area teaches two full-periods or block lessons.)
4. Develop quiz or test for one of Cooperating Teacher's classes (Business area develops both quiz and test). [To be included in your Work Sample.]
5. Determine availability of school's instructional and media technology, including computers
6. Discuss use of instructional technology and use of electronic resource materials in the classroom
7. Obtain, read, and discuss with Cooperating Teacher the following policies:
   a. Drug, alcohol & tobacco
   b. Attendance
   c. Discipline procedures (in & out of classroom)
   d. Safety and security procedures
   e. Grading policies
   f. Graduation requirements
g. Homework

h. 'Tracking' or grouping policies

i. Teacher referrals (non-disciplinary)

j. Bilingual/ESL students

8. Teaching Activities. Do as many of the following as possible:

a. Tutor individual students

b. Teach small group

c. Assist students with lesson

d. Assist teacher in group instructional activity

e. Assist teacher demonstrations

f. Correct quizzes or tests

g. Prepare and supervise student work where appropriate

h. Assist teacher with instructional materials set-up and use

i. Attend school meetings (ie. faculty, CSE Professional Development, etc.)

j. Visit school library; discuss procedures with librarian

k. Visit school computer lab (if available)

Cooperating Teacher's Signature: ___________________________ Date: __________________

Student Teacher's Signature: ___________________________ Date: __________________

Cooperating Teachers: Retain a copy of this completed form for your records.

Students: Return the original signed form to Dr. Voetterl along with all other field experience requirements. Retain a copy of this form for your records.

Education Department, Siena College, 515 Loudon Road, Loudonville, NY 12211-1462

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