



Fieldwork Handbook

Welcome to your fieldwork experience at Anne Arundel Community College! All Associate of Arts in Teaching degree programs approved by the Maryland Higher Education Commission must provide at least 45 hours of supervised field experience. Such an experience is also an essential component of the Associate of Applied Science degree in Early Childhood Development. At Anne Arundel Community College, we believe that distributing fieldwork experience over three separate courses has many benefits.

- Beginning with the first education course, students are exposed to pre-K to grade 12 classrooms, with guided assignments, to help assess teaching as a career.
- Fieldwork allows students an opportunity to simultaneously correlate the course content with real world experience.
- Fieldwork provides students exposure to teaching or childcare as a career and allows them to make knowledgeable decisions about committing to teaching at a specific level or in a specific content area.

Use this handbook to guide you successfully through the fieldwork experience. We have designed a positive and productive learning experience for you. Enjoy!

Important contact information:

- **Fieldwork Coordinator:** Chris DeGuzman, cmdeguzman1@aacc.edu
- AACC education department website <https://www.aacc.edu/about/schools-of-study/science-technology-and-education/teacher-education-and-child-care-institute/>

“Tell me and I forget. Teach me and I remember. Involve me and I learn”

Benjamin Franklin

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Step 1: Identify Fieldwork Responsibilities

Role of the Student

- Understand that 15 hours of fieldwork, outside of class time, is required for this course. Fieldwork and all related assignments must be completed in order to pass the course.
- Complete all required background check processes early in (or even before) the semester. Delaying the process could result in delaying the start of your fieldwork experience.
- Students who are currently employed by AACPS should consult the Fieldwork Coordinator for additional procedures.
- Abide by the school's rules and regulations.
- Dress appropriately and conduct yourself in a professional manner.
- Cultivate a positive, courteous, and professional relationship with the administration, faculty, staff, and students.
- Be on time and prepared for each classroom visit. In case of emergency absence, notify the cooperating teacher and/or the school office immediately.
- Sign in and out of the school office at every classroom visit.
- Keep confidential any information related to all teachers, students and their families, and staff members.
- Do not use cell phones or electronic devices for personal use while in the school building.
- Demonstrate enthusiasm and an interest in learning and helping students to learn.
- Share the fieldwork assignments and seek advice from the cooperating teacher.
- Offer assistance to the teacher. Assume responsibilities early in the semester.
- Be involved in the instructional process; apply theories of education to classroom practice.
- Respond to constructive feedback in a positive manner.
- Inform your professor and cooperating teacher if you drop the class.
- Discuss any problems pertinent to the fieldwork experience with your professor and/or the Fieldwork Coordinator.
- Complete all requested paperwork and assignments related to fieldwork.
- **Remain in a supervised area at all times; never be alone with students!**

Role of the Professor

- Establish course syllabus including due dates for fieldwork activities.
- Provide the contact information for school liaison.
- Design fieldwork assignments; give students feedback on their work.
- Instruct course content and relate it to fieldwork experiences.
- Collect fieldwork forms completed by students.

Role of the Liaison

- Serve as the contact person representing Anne Arundel County Public Schools or the childcare center. This person collaborates with AACC's Fieldwork Coordinator.
- Train cooperating teachers in preparation for AACC fieldwork students.
- Assist in placing fieldwork students with cooperating teachers.
- Conduct an exit interview with the AACC fieldwork students, time permitting.
- Collaborate with the AACC Fieldwork Coordinator in problem solving fieldwork issues, responsibilities, and requirements.
- Provide end-of-semester feedback to the AACC Fieldwork Coordinator regarding individual fieldwork student experiences and the overall effectiveness of the fieldwork partnership.

Role of the Principal/Director

- Introduce yourself to the AACC student and welcome them to the school/center.
- Fieldwork students are not licensed or certified to have supervisory responsibilities at any fieldwork location. Anne Arundel Community College does not permit its students to supervise students or serve as a substitute teacher during their fieldwork experience.
- Ensure that all staff responsible for substitute coverage and other duties are aware that fieldwork students are not permitted to supervise students.

Role of the Cooperating Teacher

- Provide the AACC education student with a quality experience that gives the student a realistic picture of the teaching profession. Be a positive professional role model.
- When the student contacts you by e-mail, respond within 48 hours.
- Introduce the student to the class and to the classroom environment: class routines, rules, procedures, and management plans as well as curriculum goals, instruction strategies and materials.
- Involve the AACC student in the instructional process to include assisting with small classroom activities.
- Verify, sign and date the student's Fieldwork Time Sheet at the end of each classroom visit.
- Advise the AACC professor or Fieldwork Coordinator **as soon as possible** if any problem arises with the fieldwork student's attendance, attitude, or behavior.
- Complete the Evaluation of Fieldwork Student Form at the end of the 15 hours.
- Discuss and return the evaluation form and log to the AACC student.
- **Supervise the fieldwork student. AACC students are not to be left alone with children!**

Role of the Fieldwork Coordinator

- Oversee all fieldwork activities
- Serve as a liaison to fieldwork locations
- Communicates with cooperating teachers, directors and/or principals regarding expectations of the fieldwork experience
- Develop and facilitate partnerships consistent with the learning outcomes and expectations of field-based learning for all Education Department programs
- Coordinate field experiences, including placement of fieldwork students at specific locations
- Evaluate the quality and success of field experiences required of fieldwork students in Education Department program
- Contact information: Chris DeGuzman, cmdeguzman1@aacc.edu

Step 2: Submit Background Check

Notes for Background Check:

- **The background check is valid for two years.** If you have completed this process within the last 24 months notify your professor and move to Step 3.
- **Students must check their AACCS email** to receive the results of their background clearance.
- **Problems** with background check procedures only, contact Sandy Koskovich, smkoskovich@aacc.edu
- **AACPS Employees do not** need to complete the background check but must notify their professor that they are an AACPS Employee.
- **Before/After Care employees** in the public schools do need to complete the background check.
- **Students under 18 years of age** need to complete the online background check and fill out the Applicant Release and Authorization form (provided when completing the background check process). The form must be signed by a parent/guardian.

Follow steps from column 1 on the left to column 2 on the right.

1. Go to the Anne Arundel County Public School website	www.aacps.org
2. Click on	Partners (black ribbon near the top)
3. Click on the link	Volunteer at a School (left side under Partner with our Schools)
4. Click on	How to Become a Volunteer (under Overview)
5. Click on	Volunteer and Chaperone Background Check Note: You do not need fingerprinting

<p>6. Scroll to bottom and read</p>	<p>BACKGROUND CHECK APPLICATION</p> <ul style="list-style-type: none"> • A valid email address is required to request a commercial background check. • Applicants will use the portal below, purple, to start the background check process. • AACPS utilizes a third-party vendor, Inquiries Screening, to perform commercial background checks. Shortly after Inquiries Screening receives the applicant's initial submission, Inquiries Screening will email the applicant an acknowledgement of the request. • This email will provide instructions for the applicant to <i>continue</i> the background check process by <u>completing all required forms in their entirety</u>. • Inquiries Screening will then provide verification to the applicant upon receipt of the completed application. • Results of the background check take approximately 3 weeks to complete. • Note: AACC students will receive results of the background clearance check via their AACC email.
<p>7. Click on portal</p>	<p>APPLY FOR COMMERCIAL BACKGROUND CHECK</p>
<p>8. Read</p>	<p style="text-align: center;">Inquiries Screening Welcome to Inquiries Click on “continue” box</p>
<p>9. Fill out all required fields (continued on next page)</p>	<ul style="list-style-type: none"> • Inquiries Screening – Create Individual Account <ul style="list-style-type: none"> ○ First Name ○ Last Name ○ Phone number ○ Email (use an email address you check regularly) ○ For “Child’s School” type in Anne Arundel Community College ○ Submit • You will receive an acknowledgement that you have successfully submitted the form. • It will have a confirmation number (make a copy of this page) and a statement notifying you that you will receive an email inviting you to a portal where you will enter more information. • This is only the first step. YOU HAVE NOT COMPLETED THE PROCESS YET.
<p>10. Look for email from Inquiries Screening to the email address you provided. It should come immediately after you submit the information requested in Step 9.</p>	<ul style="list-style-type: none"> • The email will present you with a Username and temporary Password. • Make a copy of this page. • Log in. • After you log in to the Cisive site, you will need to provide required information and read & sign consent and disclosure forms.
<p>11. Have I completed all required steps?</p>	<ul style="list-style-type: none"> • Once you have logged in, a progress bar will be presented at the top of your page. As you complete your required tasks, the progress bar will begin to fill until you have reached 100% completion. • If your progress bar has reached 100%, you have completed all required steps. • <i>If your progress bar is less than 100%, there are still some items which require your attention.</i> • If Inquiries Screening needs anything else from you, you will receive an email notification with a link to return to your account. Simply log into your account and select the “Start Task Wizard” button at the top of the page. A window will be presented which will identify your next task. Simply follow the on screen instructions until your progress bar reaches 100% complete.
<p>12. Confirm you are approved to begin.</p>	<ul style="list-style-type: none"> • Once your background check has cleared, you will receive notification from Sandy Koskovich at your AACC email address that you can begin your fieldwork hours. • Prior to receiving confirmation of your clearance, you may contact your school’s liaison (see Step 3: Select Placement and Step 4: Contact Liaison) but you may not

	begin your fieldwork hours with students until you receive the notification from Sandy Koskovich.
13. Need more help?	<ul style="list-style-type: none"> • Contact Sandy Koskovich, smkoskovich@aacc.edu, 410-777-2981 • Have your confirmation number, from Step 9, ready.

- Please Note: Some childcare centers may also have finger printing requirements, at the student's expense

Step 3: Select Placement

- Your professor will provide a link to a Sign Up Genius for the current semester. You will use that link to select ONE school.
- Submit your Sign Up Genius confirmation email to your professor. He/she will send you the liaison contact information.
- Note: If you are employed and wish to complete your fieldwork at your place of employment, you must contact Chris DeGuzman for approval and directions, cmdeguzman1@aacc.edu
- Note: Over the course of your degree program, you will complete three separate fieldwork experiences. It is important that you select a variety of experiences (schools with different demographics, different grade levels etc.). Students are not permitted to repeat a location.
- Note: If you are in the Teacher Education AA degree and seeking certification in the cultural arts, it may be possible to secure a corresponding fieldwork placement. Contact Chris DeGuzman cmdeguzman1@aacc.edu
- Note: If you are interested in completing your fieldwork at one of the early childhood centers on Fort Meade, contact Chris DeGuzman cmdeguzman1@aacc.edu

Step 4: Contact Liaison

- Request the e-mail address of the school liaison from your professor.
- Contact the school liaison by e-mail. Request a meeting with the liaison and the selected cooperating teacher. See sample email below.
- Guidelines: put "AACC Fieldwork Student" in subject line, introduce yourself, include the course number, mention your grade level or subject interests, your experiences, your availability for the meeting, and contact information.
- Use a professional writing style; monitoring writing mechanics such as spelling, capitalization, correct grammar etc.
- If you have difficulty with the liaison's e-mail or the liaison does not respond within 72 hours, notify Chris DeGuzman, Fieldwork Coordinator cmdeguzman1@aacc.edu
- AS SOON AS you receive your cooperating teacher's name and email, fill out the Fieldwork Information Form (see Step 7)

Sample:

To: liaison@email.address

Subject: AACC Fieldwork Student

Hello Ms. Smith,

My name is Amber Martinez. I am a fieldwork student at Anne Arundel Community College. I am taking EDU 133, Growth and Development, which requires me to complete 15 hours of fieldwork. I am interested in completing my fieldwork at your school. I would like to schedule a meeting with you and the cooperating teacher to discuss my placement. I am interested in grades 3-5. My experiences include 4 years as a camp counselor and teacher's assistance at Smithville Day School.

I am available on Tuesdays and Thursday mornings between 8 a.m. and noon. My contract is due on September 10th so I would like to meet with you as soon as possible.

Thank you for your time. I look forward to your response.

Amber Martinez

443-XXX-XXX

Step 5: Watch Video

Everyone must view the Sexual Harassment/Child Abuse Training Video prior to having access to students. Failure to do so will result in a disapproval status until such time the video is viewed. See sample of the Video Verification in the Forms section at the end of this handbook.

Follow steps from column 1 on the left across to column 2 on the right.

1. Click on	https://md02215556.schoolwires.net/Page/2460
2. VIEW	Sexual Harassment/Child Abuse Training Video
3. Print	Volunteer Video Verification
4. Complete and sign	Volunteer Video Verification
5. Give one (1) copy	to your professor
6. Give one (1) copy	to your fieldwork school

Step 6: Read and Sign Waiver

- Read the Waiver & Release Form carefully. See sample in the Forms section at the end of this handbook.
- Your professor will provide a pdf of the Waiver & Release form. Sign the form electronically and submit it to your professor electronically.

Step 7: Complete Fieldwork Information Form

- Complete the Fieldwork Information Form (FIF); your professor will provide the link.
- Your background check will not clear until the FIF is submitted.
- To complete the form, you need: your AACCC Student ID#, AACCC email address, your course number and section number, professor, fieldwork location, cooperating teacher's name and email, and grade level (If you do not have your cooperating teacher's information yet, complete the FIF and revise it once you have that information.)
- You will receive an email confirmation that the FIF was submitted.

Step 8: Complete Fieldwork Hours

- Arrange to meet with the liaison and/or cooperating teacher. Each time you enter the building you will need to present a photo ID, sign in at the main office, and wear the guest identification badge given to you by the school personnel (if you are in an AACPS building, this will be a yellow sticker).
- Identify your preferred pronouns and how you would like to be addressed in the classroom.
- Bring the signed Video Verification form on the first day.
- Review the Fieldwork Placement Contract with the cooperating teacher. Both parties mutually agree upon times and day, complete the contract, and sign.


- Begin working on your 15 hours. Have the cooperating teacher sign your Time Sheet after each visit.

Step 9: Submit Final Paperwork

- Once you have completed your 15 hours, schedule an exit interview with the liaison. This is highly recommended as it can provide you with valuable feedback for moving forward in your career. The exit interview is not mandatory; scheduling with the liaison might be difficult.
- The following forms must be completed fully, signed, and submitted to your professor by the due date on your syllabus:
 - Fieldwork Time Sheet
 - Evaluation of Fieldwork Student (completed by cooperating teacher)
 - Evaluation of Fieldwork Placement (completed by AACC student)
- Write a thank you letter to your cooperating teacher. This person has given freely of their time to help you grow and develop as an educator. Express your gratitude.

Forms

Video Verification

	<p>Anne Arundel County Public Schools Volunteer Program Sexual Harassment and Child Abuse Video Viewing</p>
<p><i>Once you have viewed the Sexual Harassment and Child Abuse video online, complete this form and return it to the Staff Liaison for Volunteers at your school.</i></p> <p>I certify that I have viewed the Sexual Harassment and Child Abuse video in its entirety and I understand the information contained in it.</p> <p>_____ Name (print)</p> <p>_____ _____ _____ Name</p> <p>_____ Email address/phone number</p> <p>_____ Date</p> <p>_____ School</p>	

SAMPLE

Waiver & Release Form



Two pages to complete

Semester:

Year:

TEACH Institute
 Arundel Mills Room 309
 410-777-2915
teach@aacc.edu

Fieldwork Liability Waiver & Release Form

ALL SECTIONS MUST BE COMPLETED

Student Information - Completed by Student

Student: <u>First name</u>			<u>MI</u>	<u>Last name</u>		Student ID # Required	
Address				City		State	Zip Code
Subject	Course number	Section number	Home/cell phone			Hours required	
EDU						15	
AACC Email address							

Fieldwork Location Information-Completed by Student

Name of Fieldwork Location	<input type="text"/>
Name of Cooperating Teacher	<input type="text"/>
Email of Cooperating Teacher	<input type="text"/>



❖ CONTINUE TO NEXT PAGE TO SIGN LIABILITY WAIVER & RELEASE FORM

AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.

Last updated: 07/12/2021

FIELDWORK LIABILITY WAIVER and RELEASE FORM

Student: I, _____, hereby acknowledge that I am enrolled in Fieldwork Program at Anne Arundel Community College. I understand that to participate in this program, I am required to travel to and from my approved fieldwork site in Anne Arundel County, Maryland. I further understand and agree that Anne Arundel Community College is neither responsible nor liable for any injury, damage, or loss incurred while traveling to or from the partnership site, or while at the partnership site, and that I am solely responsible for my actions, inactions, and/or behavior while participating in this program, and agree to and shall save and hold harmless Anne Arundel Community College, its Board of Trustees, faculty, staff, agents, and employees from any claims, actions or judgments including the expenditure of attorney's fees and costs arising from my actions or inactions during my participation in this program.

Additionally, with my signature below, I acknowledge my permission for any quotation of my comments, video, or still photography made with my image and any sound recording of my voice to be applied to a variety of uses by Anne Arundel Community College parties, cable casting, broadcasting and/or other forms of electric transmission. I hereby give permission for the use of the media described above and I release Anne Arundel Community College, its Board of Trustees, faculty, staff, agents, and employees of and from any claims (monetary or otherwise) that I may have related to the use of said media.

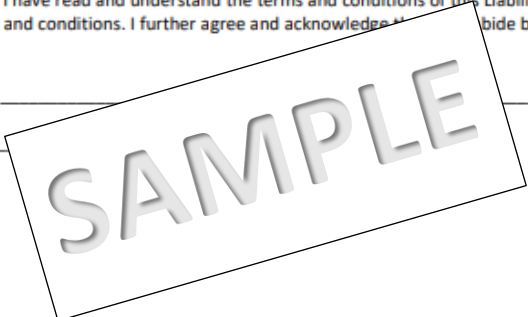
Student declares and agrees to the following:

1. I understand that a 15-hour fieldwork experience outside of class time is required for this course, and that the field experience and all related assignments must be completed in order to pass the course. I also understand that completion of my placement is dependent upon my continuous satisfactory performance. Unsatisfactory performance in areas such as attendance, attitude, cooperation, or professionalism, may lead to termination of my placement.
2. I will comply with the fieldwork school's policies, standards, and regulations. I will maintain confidentiality. I understand that all activities, in which I am involved as a fieldwork student are strictly confidential. I will not release any type of personal information concerning students, staff, or happenings at the school where I am serving, without written authorization from appropriate persons.
3. I will meet my fieldwork commitment by being on time each day or calling the fieldwork site if I cannot attend due to illness or emergency. I will notify the liaison and cooperating teacher if I drop the course.
4. I will exhibit professional behavior at all times. I will introduce myself to the cooperating teacher, identifying my preferred pronouns and how I want to be acknowledged in the classroom. I will dress professionally. I will not use cell phones or other electronic devices for personal use while in the school building.
5. I will develop a collaborative and cooperative relationship with the teacher. I will ask questions and I will work to make my experience productive and successful.
6. I will never be alone with students and will remain in a supervised area at all times.
7. I will contact the Fieldwork Coordinator (rthompson1@aacc.edu) if I have concerns, difficulties and/or feedback about this fieldwork site.

I hereby affirm that I have read and understand the terms and conditions of this Liability Waiver and Release Form and agree to accept the terms and conditions. I further agree and acknowledge that I will abide by all responsibilities as outlined in this document.

Student Signature: _____

Date: _____



Fieldwork Placement Contract

_____	_____	_____
Print AACC Student's Name	Signature of AACC Student	Date
_____	_____	_____
Student's Home Phone #	Student's Cell Phone #	Student's Email Address
_____	_____	_____
Course Name	Professor's Name	Professor's Email address

As part of this student's preparation in teacher education at Anne Arundel Community College, he/she is required to participate in **15 hours of fieldwork** for this class. Students are required to complete several assignments and also assist you in daily instruction in the classroom. Activities may include leading small groups, working one-on-one, tutoring, etc.

The AACC student must be under the direct supervision of the classroom teacher at all times.

Your cooperation and support in this future teacher's preparation is greatly appreciated. If at anytime during this experience you have any concerns, please contact the above listed professor as soon as possible.

I agree to support this request.

_____	_____
School Name	School Phone Number
_____	_____
Cooperating Teacher -print	Cooperating Teacher -signature
_____	_____
Liaison	Cooperating Teacher's email address

Agreed Upon Time & Days

Fieldwork Time Sheet

Student Name: _____ EDU Course #: _____

Location/School: _____

DATE	TIME IN	TIME OUT	TOTAL TIME	COOPERATING TEACHER'S SIGNATURE	COMMENTS

TOTAL FIELDWORK HOURS COMPLETED: _____

Student's Signature: _____

Date: _____

Cooperating Teacher's Signature: _____

Date: _____

The form must be signed by both parties before submitting to the AACC Professor. Failure to complete all 15 hours and related assignments will result in failure of the class.

EXIT INTERVIEW (optional) _____

Liaison's Signature _____

Evaluation of the Fieldwork Student Form

(to be completed by the Cooperating Teacher)

SEMESTER	_____	YEAR	_____
FIELDWORK STUDENT NAME	_____	EMAIL	_____
COOPERATING TEACHER NAME (Print)	_____	EMAIL	_____
FIELDWORK LOCATION	_____	GRADE	_____

* * * * *

Directions

The purpose of this form is to assist the student with his/her personal growth and development as it relates to teacher education. Using the criteria and rating scale below, the Cooperating Teacher completes this form to rate the overall to indicate performance of the fieldwork student:

3= Above Average 2= Average 1= Needs Improvement

___ 1. **PUNCTUALITY AND ATTENDANCE**

The fieldwork student arrived on time according to an arranged schedule, notified the Cooperating Teacher in advance of impending absences, and made up all missed hours.

___ 2. **APPEARANCE**

The fieldwork student was appropriately dressed and groomed for the learning environment. He/She also consistently wore the school's guest identification badge.

___ 3. **COMMUNICATION**

The fieldwork student demonstrated effective verbal and written communication skills.

___ 4. **RESPONSIBILITY**

The fieldwork student appropriately assumed and completed assigned responsibilities.

___ 5. **INITIATIVE**

The fieldwork student was resourceful and eager to participate in activities.

(PLEASE CONTINUE ON BACK)

3= Above Average

2= Average

1= Needs Improvement

___ 6. **ATTITUDE**

The fieldwork student was friendly and enthusiastic about the fieldwork expectations.

___ 7. **GROWTH AND DEVELOPMENT**

The fieldwork student showed progress in developing an understanding of student behaviors and learning.

___ 8. **SKILL AND POTENTIAL**

The fieldwork student demonstrated potential for effective teaching and management of the learning environment.

___ 9. **COMPLIANCE**

The fieldwork student appropriately followed established procedures, routines, and rules for the classroom and school/center.

___ 10. **OVERALL RATING OF FIELDWORK STUDENT PERFORMANCE**

Check all activities below in which your fieldwork student was involved:

___ read a book to students

___ attended a teacher planning session

___ led a small group activity

___ led a class discussion

___ tutored a student

___ Other _____

___ taught a lesson with supervision

Comments - Provide additional comments regarding student performance

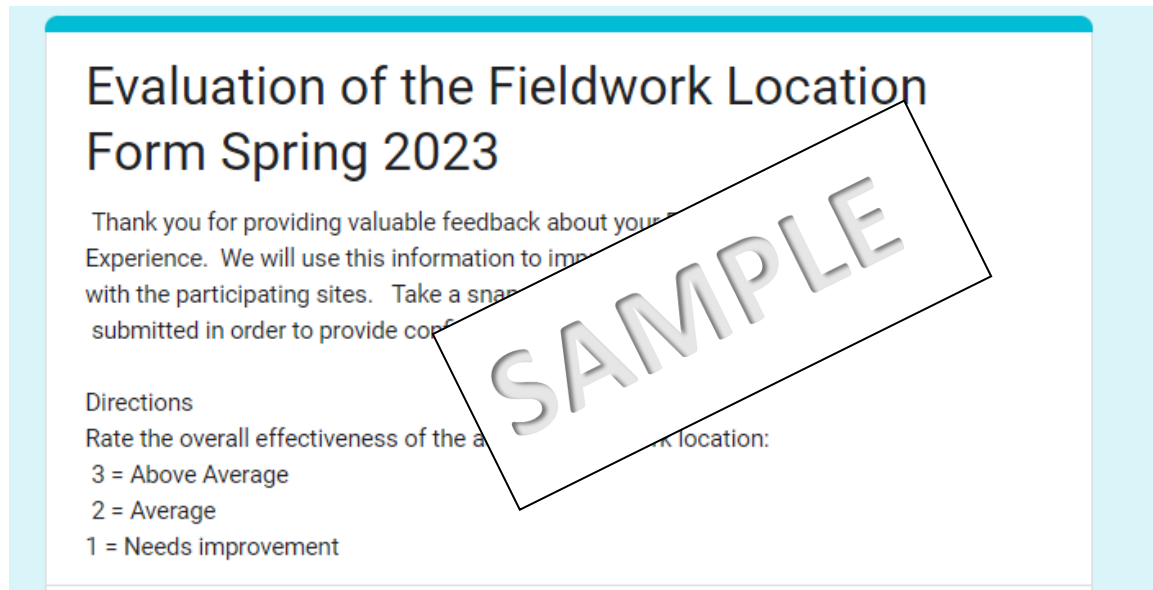
Cooperating Teacher Signature: _____ Date: _____

Note: The Education Department at AACC requests that the Cooperating Teacher review this completed form with the fieldwork student during the last fieldwork visit to facilitate professional growth. The fieldwork student and the professor will receive a copy of this completed form.


Evaluation of the Fieldwork Location Form

(to be completed by the AACC Student)

Your professor will provide a link to the Evaluation of Fieldwork Location Form for the current semester.



Evaluation of the Fieldwork Location Form Spring 2023

Thank you for providing valuable feedback about your fieldwork experience. We will use this information to improve our fieldwork programs with the participating sites. Take a snapshot of your fieldwork location:  submitted in order to provide context.

Directions
Rate the overall effectiveness of the fieldwork location:

- 3 = Above Average
- 2 = Average
- 1 = Needs improvement

SAMPLE