

FIELD PERIOD LEARNING CONTRACT EXAMPLE AND INSTRUCTIONS

1. Student Information

Please be complete. Incorrect or incomplete information may lead to an inability to communicate with you. Should that occur, emergency messages, registration information, etc. might not get to you. Any problems resulting from incorrect or incomplete information will be the responsibility of the student.

2. Placement Information

Complete and accurate information is essential. Incomplete or incorrect information may result in your learning contract not getting to your site. It may also cause problems if your advisor or the Experiential Education Office tries to contact your supervisor. Any problems resulting from incorrect or incomplete information will be the responsibility of the student.

3. Your Field Period Title

Do not list "intern" or "student" (this is self evident!). Your title should reflect what you are doing, and at what level. Examples might include:

teaching assistant	cultural explorer
management trainee	assistant writer
observer	patient care volunteer

4. Field Period Type

Record the type of Field Period, drawing from the list below:

- Career Exploration - An experience in which you are trying to decide whether the field is the right one for you, or, if you know what you want to do, an experience in a career field that has always interested you. Generally, involves entry level work
- Career Development - An experience in your chosen career, which better prepares you for your profession. Usually involves intermediate or higher-level work.
- Service Learning - An experience in which you are working as a volunteer to assist others, improve society, or help the environment. The level of work greatly varies, but often involves entry-level work.
- Cross-Cultural/Diversity Exploration - An experience in which the main focus is learning about a new culture, geography/environment, or socioeconomic situation. The level of work greatly varies, but often involves entry-level work.
- Personal Development - An experience in which the main goal is grow psychologically, spiritually, physically, or intellectually. The level of work varies, but often involves higher-level accomplishments.
- Group - A formal designation for faculty-sponsored Field Periods in which a cohort of Keuka students learns under the direct tutelage of a faculty member.
- Spiritual Exploration: is an experience which includes a significant spiritual component - either in the student's own personal journey or in the sponsoring organization as a significant part of either its mission or affiliation.

5. Repeated Field Period Site Placements

If you have worked, volunteered or studied at the site at which you are proposing to do your Field Period, you must demonstrate compelling and explicit reasons why such an arrangement should be approved. Why is this a better placement than a site where you haven't worked before? What characteristics of this site are so unique and superior that they overcome the inherent disadvantages of returning to a site, which you have already experienced? Please be aware that requests for returning to a site at which a student has experience require very strong justification.

6. Learning Goal(s)

List general overall goal(s) for this Field Period. Learning goals are one (or two) sentences long, broad statements describing in global terms what you wish to accomplish. Examples:

- Decide if education is a career I want to pursue

- Further develop my skills in geriatric nursing in order to better position myself for the job market
- Immerse myself in rural Honduras to experience what it feels like to live in another culture
- Learn about AIDS and those who are HIV positive by volunteering at a hospice
- To learn about myself, both strengths and weaknesses, by trying to climb Mt. Magnificent

7. Learning Objectives

Learning objectives list the outcomes of your experience. What skills, knowledge, behaviors, values, etc. will you develop? The learning objectives should support your learning goals(s). Objectives must be measurable. In other words, your faculty evaluator must be able to examine what you did and be able to determine that you accomplished them. Use action verbs such as demonstrate, write, teach, develop, build, design, acquire, differentiate, synthesize, evaluate, write, etc. Wherever possible, the objectives should be quantifiable (e.g. - teach three lessons, write four press releases, observe six different sessions, etc.). Learning objectives should help to describe how you will be changed by this experience.

It is understood that the learning objectives may change once you get on site. That is fine. Simply communicate these to your evaluator and ensure that they are acceptable.

8. Activities

Activities are the everyday tasks you expect to be doing. They should directly support the learning objectives you have identified. Activities may include such things as working at the front desk, answering questions from the public, tutoring, data analysis, patient care, observing, etc.

It is understood that the activities may change once you get on site. That is fine, simply communicate these to your evaluator and ensure that they are acceptable.

9. Evaluation

All students are required to keep a journal and a written report/summary. In addition, evaluation will be based on oral discussion with your evaluator and/or a group presentation and a review of your supervisor's evaluation. Finally, you must describe your Unique Documentation. This is a product, to be turned in to your advisor/evaluator, which demonstrates how you met your learning objectives. Examples of this unique aspect of evaluation might include a videotaped presentation, portfolio, finished project, samples of writing, computer program, multi-media presentation, role playing with your Field Period evaluator, etc.

When completed, proofed, and spell-checked, bring this form to your advisor for approval and signature. Make 4 copies and bring it with the original and your Confirmation Letter (+1 copy) to the Center for Experiential Learning.

Read Below for Sample Contract

FIELD PERIOD LEARNING CONTRACT SAMPLE

1. STUDENT INFORMATION

NAME: Susie Sample Student ID #: 24120000110479 MAJOR: Unified Childhood/Special Education
CLASS YEAR: 2007 FACULTY ADVISOR: Dr. Randolph Black
ADDRESS DURING FIELD PERIOD: 4685 Farmhand Lane, Reading, PA 46921
PHONE DURING FIELD PERIOD: 891-021-1879 E-MAIL: ssample@keuka.edu

2. PLACEMENT INFORMATION

ORGANIZATION/AGENCY & DEPT: ABC Central School District
ADDRESS: 123 Learning Lane Reading, PA 46921
PHONE: 891-021-3245 FAX: 891-021-5674 E-MAIL: rhall@ABC_school.pa.gov

FIELD PERIOD SUPERVISOR'S NAME: Mr. Randall Hall
FIELD PERIOD SUPERVISOR'S TITLE: Superintendent of Schools
FIELD PERIOD PLACEMENT DATES: FROM: 01/03/06 TO: 02/02/06

3. YOUR FIELD PERIOD TITLE: Teachers Assistant

4. FIELD PERIOD TYPE: (please check one)

Career Development Service Learning - Personal Growth Group
 Cross Cultural/Diversity Exploration Spiritual Exploration Career Exploration

5. HAVE YOU WORKED, VOLUNTEERED, GONE TO SCHOOL OR DONE A FIELD PERIOD AT YOUR PROPOSED SITE WITHIN THE LAST THREE YEARS? (check one) YES NO

(If YES, write a brief explanation of how this experience is different or builds upon your previous experience at this site.)

6. LEARNING GOAL(S):

- To further develop the skills needed as a classroom teacher in an elementary setting.
- To apply teaching methods and principles from my coursework into a classroom setting.

7. LEARNING OBJECTIVES:

- To explore the daily classroom management skills of an elementary teacher.
- To determine how to integrate subject areas within the curriculum.
- To observe the effectiveness of various teaching and management styles used by elementary teachers

8. ACTIVITIES:

- Interview the teachers working in the classroom.
- Research and read literature regarding classroom management and instruction.
- Observe the daily operations of an elementary classroom.
- Become involved with and teach lessons to the class.

9. EVALUATION (all are required)

- a. Reflective Journal b. Written report/summary
c. Oral discussion d. Review of the placement site supervisor's evaluation
e. Unique documentation (describe): portfolio

STUDENT SIGNATURE _____ DATE: _____

ADVISOR SIGNATURE _____ DATE: _____

EVALUATOR SIGNATURE _____ DATE: _____

Field Period Course Registration Number (to be completed by F.P. Evaluator) EDU 290

SUPERVISOR SIGNATURE _____ DATE: _____

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