

**Nazareth College of Rochester  
School of Education  
Field Experience Placements**

**Frequently Asked Questions**

**1. Why do I have to do fieldwork hours?**

The primary purpose of fieldwork is to connect the theory and strategies learned in the Nazareth classrooms to the real world applications in public schools. The fieldwork hours provide Nazareth students with a multitude of opportunities to observe and participate in classrooms to broaden their understanding of developmental levels and classroom settings. The New York State Education Department requires that all students who wish to apply for New York State Education Department teaching certification must fulfill a minimum of 100 hours of fieldwork prior to student teaching. For each additional certification area you add beyond the first, you are required to have 50 field experience hours.

**2. When does fieldwork begin?**

Fieldwork hours are tied to coursework, and not all courses will have fieldwork hours assigned to them. Please refer to your program requirements to see which courses require field experience hours.

**3. Who will make the placement for me?**

The Office of Field Placement Services in the School of Education at Nazareth College will make your placements. The Office of Field Placement Services is located in the Golisano Academic Center, Room 225. You **may not** arrange your own assignment. Most school districts handle pre-service teaching placements and student teaching placements through their Central Office and require only one contact person from the college who works in an official capacity.

**4. Where do I have to go to fulfill those hours of fieldwork?**

You will be assigned to a greater Rochester area school where you will complete required fieldwork. You will be given the name of the sponsoring teacher, the school address, phone number and other pertinent information.

**5. How will I get to the school where I am assigned for the fieldwork?**

Transportation is the responsibility of the student. The Office of Field Placement Services **does not** arrange car pools. For directions to your placement, consult Yahoo maps or Mapquest.

**6. How and when will I be notified of my field work placement?**

You will be notified one of two ways: either by the course instructor or by mail. You will be notified sometime during the first month of the course.

**7. If I am working in a classroom now can't I just stay there for my fieldwork?**

Each Nazareth course requires a specific setting such as grade level and student population. Your classroom must meet the course criteria in order for you to work within your own classroom. If your classroom meets the course criteria, you will need to fill out a job embedded/job referenced form. These can be obtained in the Office of Field Placement Services and need to be returned to our office no later than the start of the course. Please note: some programs may have a designated limit on the number of hours you may complete in your classroom.

**8. What steps should I take after I receive my assignment?**

When you have the name of the teacher and the contact information, you should get in touch with the teacher within 24 hours. **It may take you more than one attempt to reach the teacher so begin right away.** In some classrooms there are phones for each teacher, but many rely upon voice mail, a message left in the main office, or an e-mail. Please feel free to stop in to the school to introduce yourself.

**9. Why do I have to verify my hours of fieldwork?**

All hours need to be documented to meet NYS Education certification requirements as well as those of the course. Please verify your hours by filling out the Attendance Verification Form that will be given to you by your course instructor. Please note: Each course has a specific number of required hours. You cannot use the same block of hours for more than one course. For example: if your coursework for the semester requires 60 field hours, you must do 60 individual hours.

**10. What if I complete more than the required fieldwork hours for the course?**

Each field work course at Nazareth College has a specific number of assigned hours. While additional hours may enhance your learning, these may not be applied to future coursework as the hours are attached to assignments within each course.

**11. What happens if I am unable to complete the required field experience hours?**

If you do not finish your required hours by the end of the semester, you will be given an “I” grade. Please note: the “I” grade remains a permanent part of your transcript.

**12. What if I withdraw from this course?**

It is your professional responsibility to contact your assigned teacher and inform he/she that you will not be returning.

**13. What else should I keep in mind when I am in a local school?**

Dress and act professionally. Always keep in mind that you are a guest in the school. Please remember that you are representing Nazareth College, the School of Education, and yourself. Your job is to be humble, ask questions, and offer no opinions.

Report to the main office, introduce yourself to the secretary and explain why you are there. Remember this is a professional responsibility – arrive early, stay late, be willing to do any task that is asked of you. Keep and be on-time for all scheduled observations.

If you have any questions regarding this, please feel free to e-mail us or telephone us at:

Sheryl Adams  
fieldexp@naz.edu  
585-389-2596

Donna Orioli  
fieldexp@naz.edu  
585-389-2616