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Educator  
Preparation  
Institute

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Clinical Field Experiences Handbook

VALENCIA COLLEGE

This handbook helps prepare and maximize your EPI Clinical Field Experiences: field observations, artifacts, and teaching demonstrations in EDF 3940, Clinical Field Experience in Curriculum & Instruction and/or RED 3940, EPI Clinical Field Experience in Reading. Please visit the [Field Experience Requirements EPI webpage](#) for additional information and linked documents.

These field experience course components, **available only in fall and spring semesters**, apply to both teachers & non-teacher candidates:

- Directed observation, analysis, and teaching demonstrations, and in RED 3940, the same through a literacy lens.
- Minimum 60-hour field experience segment in a public, charter, or accredited private school (If you have a full-time, permanent teaching or paraprofessional position, observation hours will occur in your own classroom.)
- Teaching demonstrations:
  - 1.) Two FEAPS Teaching Practice demonstrations in the classroom in recorded or live formats with EPI faculty conferencing, planning, debriefing, and reflection
  - 2.) Observation by supervising teacher or administrator with school or EPI observation template documentation
  - 3.) Group observation of TeachLive mini lesson in a whole class Zoom meeting with FEAPS notes and reflection

EDF 3940 is designed to demonstrate growth in your current teaching practice related to the Florida Educator Accomplished Practices (FEAPs) in a diverse PK-12 classroom setting under the guidance of experienced and clinically trained supervising teachers and your Valencia College professor. The course is reserved for those candidates seeking alternative professional certification in Florida.

RED 3940 is designed to demonstrate knowledge of the components of reading as well as assessments and data analysis to implement a comprehensive, research-based reading plan of instruction for all students. Candidates will engage in the systematic problem-solving process in a PK-12 classroom. The course addresses Reading Competency 5 and is reserved for those candidates seeking the full FL DOE Reading Endorsement.

The field experiences - in observations and teaching demonstrations - form the culmination of your learning experiences in Valencia's Educator Preparation Institute. Observations are much more than simply watching what happens. Your observations of and demonstrations in a classroom and the interactions within it will be made through the lens of the Florida Educator Accomplished Practices (FEAPs) educational theories, instructional strategies, and practical applications. Thus, you will employ your critical thinking skills in objectively identifying what occurs in a classroom, analyzing it in terms of teaching and learning, and evaluating the outcomes. Similarly, teaching demonstrations reflect your learning and expertise in analyzing content and student needs to design and deliver effective lessons and evaluate the outcomes.

RED 3940, EPI Clinical Field Experience in Reading is taken in conjunction with EDF 3940, Clinical Field Experience in Curriculum & Instruction, for the full FL Reading Endorsement. Candidates submit a Field

Experience Intent form to the EPI Office in the semester prior to registration. All field experience classes are online with Zoom components and in-person observation, or depending on distance, video observation.

To enter the field experiences, EPI candidates must have completed the 1<sup>st</sup> and 2<sup>nd</sup> semester coursework as listed below:

<b>EPI Reading Endorsement Progression (24 credits)</b>	<b>EPI Non-Reading Endorsement Progression (24 credits)</b>
EDG 2413, Student-Centered Classroom Learning Environments, H1, 1 <sup>st</sup> semester, 3 credits	EDG 2413, Student-Centered Classroom Learning Environments, H1, 1 <sup>st</sup> semester, 3 credits
EDF 2051, Teaching & Learning Theory, H2, 1 <sup>st</sup> semester, 3 credits	EDF 2051, Teaching & Learning Theory, H2, 1 <sup>st</sup> Semester, 3 credits
RED 3042, Introduction of Reading & Content K-12, FT, 1 <sup>st</sup> semester, 3 credits (15 hr. field experience) (RC 1 & 2)	RED 3042, Introduction of Reading & Content K-12, FT, 1 <sup>st</sup> semester, 3 credits (15 hr. field experience) (RC 1 & 2)
RED 4352, Differentiated Instruction and Assessment in Literacy, FT, 2 <sup>nd</sup> semester, 3 credits (15 hr. field experience) (RC 3 & 4)	EDF 3430, Measurement, Evaluation, and Assessment in Education, H1, 2 <sup>nd</sup> semester, 3 credits
EDF 2291, Instructional Strategies, H1, 2 <sup>nd</sup> semester, 3 credits	EDF 2291, Instructional Strategies, H1, 2 <sup>nd</sup> semester, 3 credits
EDF 3609, Social & Historical Foundations of Education, H2, 2 <sup>nd</sup> semester, 3 credits	EDF 3609, Social & Historical Foundations of Education, H2, 2 <sup>nd</sup> semester, 3 credits
EDF 3940, Clinical Field Experience in Curriculum & Instruction, FT, 3 <sup>rd</sup> semester, 3 credits (60 hr. field experience)	EEX 3084, Differentiated Instruction of Exceptional & Diverse Students, H1, 3 <sup>rd</sup> semester, 3 credits
RED 3940, EPI Clinical Field Experience in Reading, FT, 3 <sup>rd</sup> semester, 3 credits (60 hr. field experience) (RC 5)	EDF 3940, Clinical Field Experience in Curriculum & Instruction, FT, 3 <sup>rd</sup> semester, 3 credits (60 hr. field experience)
<b>24 credits, 8 courses, 3 semesters</b>	<b>24 credits, 8 courses, 3 semesters</b>

**Field Experience Requirements for EPI candidates NOT in a full-time teaching position are as follows:**

Students enrolled in the course are required to complete a minimum of 60 hours of observations and demonstrations under the guidance of a clinically trained educator. **Florida certification requirements state that prior teaching experience does not count.** If you are NOT currently in a full-time teaching or paraprofessional position, then you must be placed in a field experience and complete teaching demonstrations of FEAPs competencies.

**Field Experience Requirements for EPI candidates in a full-time teaching or paraprofessional position are as follows:**

Full-time teachers and paraprofessionals do not have to complete a minimum 60 hours of observation in an outside classroom and may use their own class for observations and demonstration artifacts, but they must complete all observed teaching demonstrations, assignments and artifacts as required in EDF 3940 and/or RED 3940.

Full-time teachers and paraprofessionals may substitute their most recent district or school evaluation in lieu of a supervising teacher evaluation. All other field experience requirements remain the same.

**FEAPs artifacts in EDF 3940 and RED 3940 are detailed below.**

<b>FEAPs Teaching Practice Demonstration #1</b> – 1 <sup>st</sup> 8-week cycle includes: pre-planning conference with EPI faculty (Zoom or phone); lesson delivery (recorded or live in classroom); post-planning conference with EPI faculty (Zoom or phone); and reflection
<b>FEAPs Teaching Practice Demonstration #2</b> – 2nd 8-week cycle includes: pre-planning conference with EPI faculty (Zoom or phone); lesson delivery (recorded or live in classroom); post-planning conference with EPI faculty (Zoom or phone); and reflection
<b>Supervising Teacher or Administrator Observation</b> – lesson plan; evaluation tool used; and reflection
<b>Peer Observation</b> – Small group <a href="#">TeachLIVE</a> Mini Lesson via Zoom with assigned FEAPS; observation notes; and reflection

**To Enroll in the Field Experiences:**

Please complete the following steps to ensure that you have a field experience and necessary overrides for registration. *Field Experience MUST be completed in the subject area that the FLDOE has said you are eligible to teach as identified on your statement of eligibility **and** which you have been documenting in your portfolio of EPI coursework.* An intent form for the field experience is required by the deadline below for the term in which you will be taking EDF 3940 and/or RED 3940.

**Intent Form Deadlines:**

If you plan to enroll in field experience courses for the fall semester, paperwork is due around **March 1st**.  
If you plan to enroll in field experience courses for the spring semester, paperwork is due around **October 1st**.

**Field Experience Steps Teacher-Candidates (Non-Teachers):**

1. Complete and submit a [Field Experience Intent](#) form.
2. If you intend to complete the field experience in a non-public school, please contact the EPI Office at [epi@valenciacollege.edu](mailto:epi@valenciacollege.edu). A proposal form will be sent to the administrator of the non-public school of your intended field experience by the EPI office to determine suitability of the school for placement.
3. A Student Teacher Acceptance Form will be sent to you by the EPI Office to gather information about your preferred placement schools & geographic locations. Upon completing, email the form to the EPI Office.
4. Wait and receive directions from the EPI Office regarding next steps for placement in your desired location.
5. Complete district or school applications and screenings as mandated by the host district or school.
6. Complete fingerprinting based on the district instructions. Keep fingerprinting receipt!
7. Complete and submit district required documents to the EPI Office via email at [epi@valenciacollege.edu](mailto:epi@valenciacollege.edu).
8. Receive course registration overrides from EPI office.
9. Register for EDF 3940 and/or RED 3940 by the payment deadline.
10. Receive placement information from the EPI Office. This often occurs close to the start of the semester in which the course is taken.

Once Field Experience documents are submitted to the EPI office, they will be sent to the appropriate district office where they will be processed for approval and placement. Your placement will be based on your preferences and the availability of a teacher with the clinical supervision training and 3 years teaching experience in the subject area and grade-level in the school. Pending district approval and fit, you will be placed. Otherwise, the district is required to find a placement in a school with the requirements of the FLDOE within their district. The EPI Office is the point of contact for district placement.

**All paperwork for FLVS, Orange, Osceola, and Lake County must be completed prior to the deadlines. If you want to complete your field experience in a private school, a charter school, or any other county, you must contact the EPI office.**

An official **observation log** for observation of the teaching demonstration by the supervising teacher will be required for all students who are not currently employed in a fulltime, permanent teaching or paraprofessional position and must be signed by the supervising teacher for you to receive credit for the course.

If your situation changes for any reason while waiting for field experience placement, for example, you are hired as a teacher, you relocate, or you decide not to take EDF 3940 during the term field experience documents were submitted, please contact the EPI Office immediately at [epi@valenciacollege.edu](mailto:epi@valenciacollege.edu). The district will need to be notified. If you fail to communicate changes, the district has the right to deny you future placement.

#### **SECURITY SCREENING:**

Prior to beginning a field experience, all EPI non-teacher candidates must submit to a background check. If you are completing your field experience in a public school, you must go through that school district's background and fingerprinting process. The instructions for fingerprinting will be included in the field experience information sent to you by the EPI Office after receiving the intent form.

Students who do not complete their field experience at a public school are responsible for meeting the security requirements of the institution or agency that is hosting them. A copy of the completed background check must be submitted to the EPI office. **If the school does not require a background check, then the student must obtain a waiver stating that the school is waiving the requirement for a background check and accepts all responsibility for the EPI student's actions and behaviors at that school.**

#### **Florida Statute 1012.32 (2)(d)**

Student teachers and persons participating in a field experience pursuant to s. 1004.04(5) or s. 1004.85 in any district school system, lab school, or charter school must, upon engagement to provide services, undergo background screening as required under s. 1012.56.

A person subject to this subsection who is found ineligible for employment under s. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, may not be employed, engaged to provide services, or serve in any

position that requires direct contact with students. The cost of the background screening may be borne by the employer or a person subject to this subsection.

### **Field Experience Steps for Full-Time Teachers:**

1. Complete and submit a [Field Experience Intent](#) form.
2. Receive course registration overrides from EPI office.
3. Register for EDF 3940 and/or RED 3940 by the payment deadline.

### **General TIPS for Field Experiences**

1. Schedule your observations and demonstrations as soon as possible after consulting with the course professor.
2. Dress and behave professionally.
3. Be prepared to take detailed notes for future reference and review.
4. Choose a focus for a specific observation (e.g., student-teacher interactions, instructional strategies, relational behavior, verbal communication, nonverbal communication, and so on) in addition to more general observations of class climate and tone. Using the FEAPS as a lens for your observations is a good idea, especially in areas that you would like to learn more about Instructional Design, Lesson Planning, Learning Environment, Instructional Delivery & Facilitation, or Assessment.
5. Think growth mindset for your own practices!
6. Reflect on your observations in terms of how you will use what you've learned in your future teaching experiences.

### **Non-Teacher TIPS for Field Experiences & Procedures AFTER Placement**

1. Non-teacher candidates will be sent placement information and an introduction to the supervising teacher through MyVC email. The EPI Office will provide instructions on when and how to contact the supervising teacher. Expect the email with placement information to happen a few weeks prior to the semester beginning. For all placements, the expectation is that EPI students will begin in the classroom as per directions from your district and supervising teacher.
2. EPI students negotiate the schedule with the supervising teacher. Keep in mind that the teacher and school schedule take precedence. Usually, the teacher is very accommodating. If not, be respectful of their time and schedules. The teacher, school, and district are providing a courtesy by allowing you to get on-the-job training in their schools with their trained personnel.
3. Dress and behave appropriately. Represent yourself and Valencia in a professional manner. You are also being viewed as a potential teacher at that school and in the district.
4. Questions regarding field experience artifacts and assignments should be directed to EPI course professors.

5. Questions regarding placement, fingerprinting, field experience paperwork are directed to the EPI Office.
6. EPI students are NOT to contact the district offices or the Director of Internships and Special Projects. The EPI Office will represent your interest to the districts. Please contact the EPI Office if you have any issues or concerns regarding the field experience school placement.
7. You may be invited to attend an internship orientation. The EPI Office will send the invitation from the district.

**Congratulations on reaching the last course in the EPI program!**

**Please use this opportunity to maximize our expertise and grow your teaching practices with our support.**