How do I obtain a field placement?

You must pick up and complete a field placement application for either a Preprofessional or Professional field experience in the Teaching Performance Center office in Willis Hall 110 or at the Admin Bldg, Room 115 at OCC. This form must be signed by your program advisor & must be accompanied by four copies of a personal data sheet and an eligibility checklist and returned to the Teaching Performance Center or the Admin Bldg, Room 115 at OCC by the application deadline. Placements are selected so that cultural diversity and the education of exceptional populations are addressed.

When and where do I hand in my field application?

The application deadline is February 1 if you are planning to perform a preprofessional/professional field experience during the following Fall semester. April 15 is the deadline if you want to perform a preprofessional/professional field experience during the following Spring semester.

All applications are to be returned to the Teaching Performance Center in Willis Hall, Room 110 or the Admin Bldg, Room 115 at OCC.

Why haven’t I heard about my placement? Everyone else has!

If you have not heard about your placement, don’t panic. Some school districts respond sooner than others. You will receive a letter from us asking you to set up an interview as soon as the school district contacts us.

I am an Early Childhood major, and I received two Preprofessional placements. Which one should I go to?

You must go to both placements. Early childhood certification majors at Kean University are required to perform 20 hours of observation AND an extended experience (3 days/week - 3 1/2 hours/day).

Why can’t I perform my field work in my home town?

College of Education policy prohibits students from performing a field placement in the town in which they reside, in a school in which their children attend, or in a school in which relatives are employed.

How do I receive credit for my field experience?

You must register for the course using Kean Wise to receive transcript credit. See your advisor for the correct course information. Completing a field experience application does not take the place of registering for the course.

I haven’t heard about my placement. Should I still register for my field placement, and if so, what days should I leave open in my schedule to perform my field work?

You should register for your field work during your scheduled registration period even if you have not yet received your placement information.

All Professional Internship placements are full day, 5 days per week for the entire semester, and you are expected to adhere to the schedule of your cooperating teacher.

For Preprofessional field placements, different programs have different day/hour requirements:

- Early Childhood:
  - K placements - 20 hours over the semester
  - PreK - 3 1/2 hours three times per week (AM sessions preferred)
  - Time & days are arranged between yourself and your cooperating teacher.

- Bilingual, Elementary, Elementary/Middle & Secondary Education (Biology, Chemistry, Earth Science, English, ESL, Math, Social Studies, Theatre)
  - Full day visit one day per week through the semester.
  - Time & day to be arranged between yourself and your cooperating teacher.

- Health & Physical Education
  - Three hours per week for the entire semester.
  - Time & day to be arranged between yourself and your cooperating teacher

- Teacher of Students w/Disabilities
  - One day per week, full day visit
  - Time & day to be arranged between yourself and your cooperating teacher

- Fine Arts Education
  - Six hours per week for the entire semester
  - Time & day to be arrange between yourself and your cooperating teacher

- Music Education
  - AM session every Thursday for the entire semester

Can I perform my field placement at my place of employment?

You can perform your field placement at your worksite if a letter from the school/district/agency is received by the Teaching Performance Center stating the following: 1) that you are under contract to the district/agency/school; 2) that you may continue employment while meeting your field experience requirements; 3) that a supervisor from Kean will be observing you in the classroom; 4) that the worksite is relevant to your area of certification; 5) that the principal/supervisor/teacher will assume the role of cooperating teacher.

I tried to register for my field experience but the system won’t let me. What should I do?

Many field experiences require an approved petition allowing you to take the preprofessional field or internship. Please see your program advisor to complete the petition request paperwork.

I have interviewed for my placement and the principal informed me that I must present proof of a negative Mantoux test. What is this and where do I take it?

A Mantoux test is a medical procedure to test you for the presence of a tuberculosis infection. The test consists of a small intradermal (under the skin) injection. The results must be read 48 to 72 hours after the initial injection. This test can be performed by your family physician, local immediate care facility, local board of health department, or may even be performed by the school district in which you have been placed.

Please note that the Mantoux Test is a NJ State Department of Education requirement for anyone interacting with public school students.

How do I find out who my university supervisor is?

You will receive a letter from the Teaching Performance Center approximately one week before orientation informing you of your supervisor. You should contact your supervisor at that time.

My program has advised me that I must take a Speech Assessment Test in order to receive teacher certification. Where do I go to take this test?

The Speech Pathology Department at Kean University conducts this test. The screening is held on East Campus in Room 104L. You can schedule an appointment online at www.kean.edu/~CDD. If you need further information, please call 908-737-5819.
**FAQ’s about Field Experiences**

**Am I required to take a Praxis II Test? Which test do I take and how do I register for the test?**

The College of Education (COE) requires that all professional internship students take, pass & submit a photocopy of their score report indicating a passing score achieved on the Praxis II for their area of certification as defined by the COE before they can perform the internship. See your program advisor for the correct test to take in order to perform your internship. The photocopy of your ETS score report must be submitted to the TPC in Willis 110 no later than August 15 for a fall internship and November 1 for a spring internship. Students who do not comply with this policy will be withdrawn from the internship.

Praxis II test registration is available online at [http://www.ets.org/praxis/index.html](http://www.ets.org/praxis/index.html).

**I received a notice about an Orientation to Field Experience. Must I attend this meeting?**

All orientations are mandatory for students performing a field experience. Vital information about field experience requirements is presented and ALL required documentation and handbooks are distributed at the meeting. Students will also have an opportunity to meet their university supervisor.

The orientation is usually held the Thursday before the start of the semester for Union campus students. A separate orientation is held at Kean@OCC on the Wednesday before the start of a semester. All students who are scheduled to perform a field experience that semester are expected to attend.

**I scheduled/requested a field placement for this/next semester and now must withdraw/change my experience to another semester. What should I do?**

You must notify your program advisor and the Teaching Performance Center as soon as you have made the decision to withdraw/change your request. We will work with you to determine how best to proceed to reapply for another field experience.

If you have registered for the field experience with the registrar, you must also withdraw from the course with the registrar’s office. Failure to withdraw with the registrar’s office could result in a grade of “AF” or “U” on your transcript.

**I have moved and my address/phone number has changed? Who should I contact?**

It is necessary to contact both the Registrar’s Office and the Teaching Performance Center if any of your personal demographic information changes, i.e. address, phone number, name, etc.

**How do I obtain my certification from the State?**

At the Orientation to Field Experience meeting held before the start of the semester, all Professional Interns will receive paperwork, deadline dates, and instructions about filing for teacher certification and the associated fees.

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**FIELD EXPERIENCE APPLICATION DEADLINES:**

- **Fall Placements - February 1**
- **Spring Placements - April 15**

For further clarification on any of these questions or for answers to other questions you may have, please contact:

The Teaching Performance Center
Kean University/College of Education
110 Willis Hall /1000 Morris Avenue
Union, NJ 07083
908-737-4185/Fax: 908-737-4115
Email: tpc@kean.edu
http://www.kean.edu/~tpc

Office Hours: Mon-Fri 8:30 a.m. - 4:30 p.m.

Director: Martha M. Mobley, Ph.D.
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Admin. Asst.: Patricia A. Klein
Secretary: Linda S. Zehner
Acad. Spec.: Elizabeth Cocchiarella

Kean @OCC
Administration Bldg, Room 115
732-255-0356
Mr. Robert Colangelo

Answers to many of your questions on:

Applying for Field Placements
Registering for Field Experience
Requirements for Field Experience & Teacher Certification

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