

Field Experiences Checklist of Activities

Rationale: In alignment with accreditation standards for teacher preparation programs, candidates are expected to complete a logical progression of clinical experiences that are connected to coursework and that prepare them to teach in K-12 classrooms. The activities on this list DO NOT take the place of course assignments; rather, this list supplements course assignments to provide candidates a well-rounded field experience aligned to standards and coursework.

- **Course activities assigned by your course instructor should be the first priority for all candidates.**
- Field Experience Checklists of Activities are scaffolded and increase in complexity as candidates move through the program of study.
- The checklists are intended to be used in order once a candidate is admitted to the program; for example, candidates complete Checklist 1 in Semester One, Checklist 2 in Semester Two, etc. However, checklists may be “flexed” with instructor permission. Candidates may repeat a checklist in a different placement or skip a checklist if necessary. Candidates completing one course at a time may inquire about completing fewer activities if appropriate. **Candidates are responsible for ensuring they are completing the correct checklist as assigned by their course instructor.**
- Most candidates will submit TWO FORMS at the end of each semester (even if the checklist is repeated in subsequent semesters):
 - The Field Experiences Activity Checklist
 - The [School Experiences Attendance Log](#) (*not applicable to Residency candidates*)

Directions*

Getting started

1. Please read the ENTIRE checklist of recommended and required clinical experiences BEFORE YOU BEGIN.
2. Complete as many of the activities on the list as assigned by your course instructor. The more activities you complete, the better prepared you will be for full-time teaching.
3. Complete Part One: Candidate Information.
4. Complete Part Two: CE (Clinical Educator) Information in the box provided. *For Residency candidates, the assigned mentor or the principal may serve as the “CE.”*
5. Download and print a copy of the School Experiences Attendance Log. Bring it with you on each school visit, in addition to your Field Experiences Activity Checklist. *Residency candidates do not need to complete an Attendance Log.*

Completing the Activities and Logging Field Experiences Hours

6. Develop a plan with the assigned CE to complete the Field Experiences Activity Checklist by the end of the semester. Plan accordingly! *Residency candidates may work with the principal or assigned mentor.*
7. After completing each activity, reflect on the experience in the space provided.
8. As the candidate completes these activities, the assigned Clinical Educator (CE) teacher(s) verifies completion with a signature/date. *Residency candidates (e.g., employed as the teacher of record) should work with their selected mentor and/or principal to sign off on activities.*
9. Track your time on the School Experiences Attendance Log. *Residency candidates do not need to complete an Attendance Log.*

Submitting the Activity Checklist and Attendance Logs

10. Upload the completed forms in Taskstream in the Field Experiences portfolio at the end of the semester AND in Canvas as indicated by your instructor. (Directions for accessing the Field Experiences portfolio are available from the COED Taskstream Enrollment codes website: <https://education.uncc.edu/resources/taskstream-information/enrollment-codes>).

**Directions for Residency candidates are in italics. Residency candidates are employed as the teacher of record for a school district while concurrently completing their program of study.*