

**University of New Hampshire
Department of Education**

Field Placement Policy

General Statement

The Education Department at the University of New Hampshire is committed to serving the well being of students in PreK-12 schools and community placements and to provide authentic learning experience for our students in our professional preparation programs. Training educational professionals involves field placements in regional public schools. We offer the following policies to ensure productive learning experiences for new professionals and the students in our partner schools.

Each program has a faculty or staff member responsible for placements. Those contacts are listed in field placement materials (placement procedure, description of responsibility) for each placement.

Conduct

Students in Education Department programs are obligated to meet all of the following conduct and disciplinary obligations throughout their participation in the classroom and fieldwork placement portions of those programs:

1. the conduct code of the University of New Hampshire;
2. professional standards or competencies of their professional course of study or certification process; and
3. rules/policies of the school in which their field placement is made.

Assignment of Field Placements

Each program in the Education Department offering field placements has established procedures for making those field placements. The procedures vary between programs and across years. The faculty and staff of the Education Department will announce the field placement procedures in a public and timely fashion. Students are responsible for knowing and following those policies.

1. In order for students to be placed, the field placement policy of each program must be followed including, but not limited to: application deadlines, site selection, completion of coursework required for field placement, completing and filing placement forms or applications and placement contracts developed by the program before the established deadlines.
2. Students who want to participate in a field placement must meet program requirements and be registered in the appropriate course.
3. Students who want to participate in a field placement must exhibit professional conduct/behavior throughout all courses in the program. Failure to exhibit professional conduct/behavior in the program may result in denial of field placement.

- a. A student's unprofessional behavior should be reported to the program coordinator.
- b. Upon review of allegations, the program coordinator may make the decision not to allow the student to be placed in a practicum.
- c. A student may appeal this decision to the Education Department Chair.
- d. If the practicum is required for completion of degree or certification, denying placement in a practicum would mean termination from the program.

Problems in placement

On occasion, a student in a field placement may encounter problems related to the experience. If a problem occurs during the field placement,

1. The student has a responsibility to contact their university instructor or supervisor overseeing your placement to resolve the dispute or problem. The student is expected to follow the procedure for resolution or remediation of a problem that has been established for their program of study.
2. If the problem is not resolved to a satisfactory conclusion, the student should contact the Program Coordinator for resolution.

Background check and violations of law

1. All field placement participants must complete a background check to be eligible for placement. The background check must be completed through the placement school SAU.
2. During a field placement, if a student is charged with a crime, he/she must report this to the Education Department Chair or the Field Placement Coordinator.
 - a. The Department Chair may suspend the student from the field experience pending resolution of the matter.
 - b. The Department Chair, in collaboration with the Education Department Executive Committee may choose to suspend the student from the program.
 - c. The Department Chair may recommend to the Dean of the Graduate School that the student be terminated from the program.

Performance Evaluation

An important aspect of the field placement is evaluation of performance in the placement. Students are expected to following the rules and expectations of each program regarding responsibilities during a practicum

1. Evaluation of students is completed by their university instructor in consultation with cooperating professional in the placement site according to the criteria established by the program and instructor.
2. Grades can be appealed through the process established by the university
3. A candidate who is asked to leave a field placement by school personnel or is removed from a placement by the department for unsatisfactory professional performance may receive a failing grade for the course. A failing grade resulting

from a request by school personnel to remove a candidate from a placement is not subject to an appeal through the college

4. Each program shall determine through published program requirements the consequences of failing a field placement experience. Some programs may allow a student to continue in the program, subject to appropriate conditions for completing its field placement requirement. No student who fails two field placement experiences, however, shall be allowed to complete any program offered in the Education Department..

5. Students who fail a field placement and are allowed to continue in the program will be required to reenroll in the course in the subsequent semester or year.

6. If a student is allowed to continue the program, failing a field placement experience requires repeating the entire experience

7. Occasionally, a student may not meet the requirements for passing a field placement but the university instructor or supervisor believes that extending the placement may allow the student to satisfy placement expectations. A field placement extension can be granted in these circumstances, if the school in which the placement is made also approves the extension.