

HANDBOOK FOR
Stern College for Women,
Yeshiva University
FIELDWORKERS
2023-2024

Dear SCW Department of Education Fieldworker:

Welcome to the Stern College for Women of Yeshiva University Department of Education. We have prepared this handbook to answer any questions you may have about the purpose and the process of fieldwork. The purpose of fieldwork is to complement the coursework you are taking and to give you a feel for how a classroom functions and for the responsibilities of a teacher.

During fieldwork, you will have the opportunity to observe master educators in the field of education. You will have the opportunity to work with small groups of children or even with children, one-on-one, or lead short whole class activities (such as a read aloud or section of the morning meeting), depending on the setting and the needs of your cooperating teacher.

The coursework you are taking will give you the foundation to understand what you see in the classroom during fieldwork. Your professors will give assignments for you to complete based on your fieldwork experiences. It is critical that you attend each session of fieldwork and that you pay attention to what is happening in the class. You should come prepared to take notes in a notebook, not on the computer or your phone.

You will receive a digital fieldwork attendance sheet. Please be sure to open the Excel sheet on your phone and have your Cooperating Teacher initial the correct cell at the end of every week. At the end of the semester, your cooperating teacher will provide an evaluation of your fieldwork experience in his/her classroom. Samples of each are provided at the end of this handbook.

If you have any questions as your fieldwork begins, please contact Professor Greenberg at donna.greenberg@yu.edu. A copy of this handbook has been provided in Canvas. We wish you success as you embark on this exciting journey as a fieldworker!

-The Education Department Faculty

Expectations for Fieldwork Etiquette in the Education Department

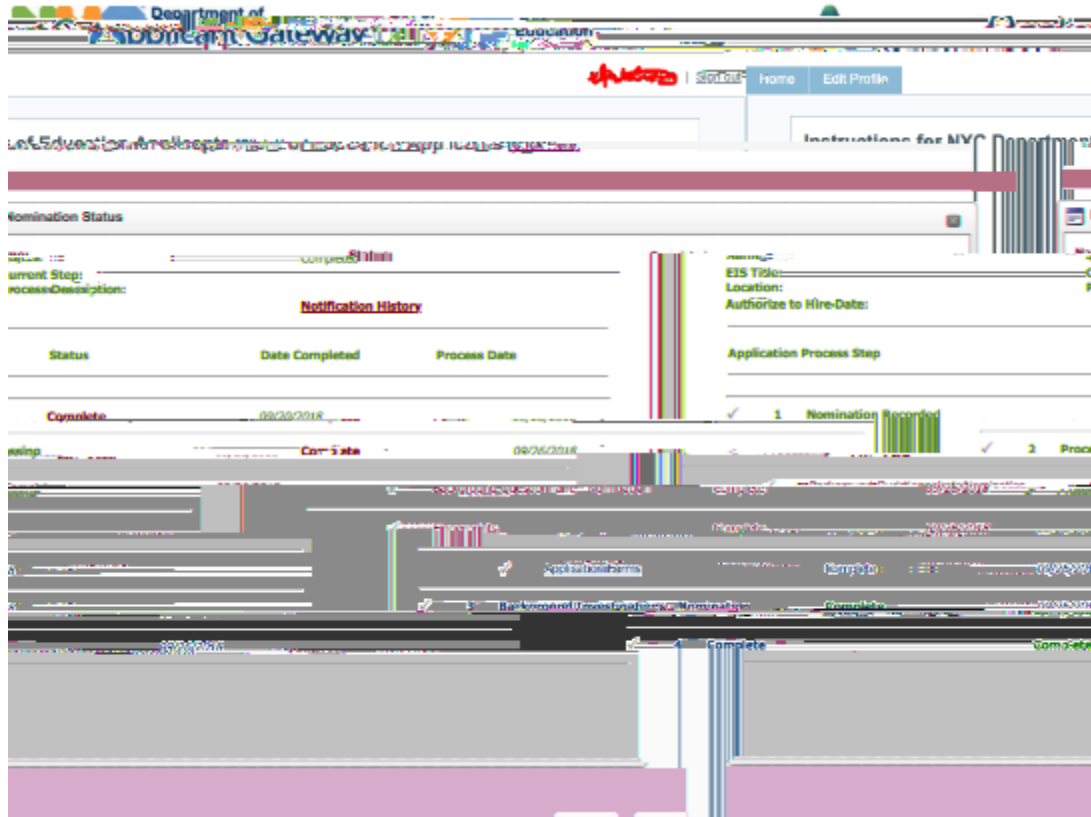
Etiquette is a code of conduct, a method of dealing with each other that is based upon respect and norms of appropriate social behavior and interaction. It is the philosophy of the Stern College Pre-service Teacher Education Program that students in our partner schools are expected to adhere to the following:

- 1. Arrive to your assigned fieldwork classroom on time.*
- 2. Turn off your cell phone. No texting.*
- 3. Do not bring food or drinks to class.*
- 4. Be attentive and sit near the students and join in where and when appropriate.*
- 5. Take notes in a small notebook, not on your phone or laptop.*
- 6. Avoid side conversations with other student teachers or fieldworkers who may be observing in the same class as you.*
- 7. Inform the cooperating teacher in advance if you need to arrive late or leave early.*
- 8.*

6.

Everyone registered for the following courses will be doing fieldwork:

For Elementary majors: EDUC 2301 offered first semester and EDUC 2300, EDUC 2302, EDUC 2304 offered second semester.



How do I get to my fieldwork placement school?

Once you know where you are assigned, you can arrange to travel by subway, bus, walk or share a cab with other students who are assigned to the same location and have fieldwork on the same day.

What do I do once I get my fieldwork assignment?

- a) Once you get the name of your cooperating teacher, email him/her, and introduce yourself. Be sure to exchange emails and phone numbers, in case you need to be in touch with him/her for any reason, including an absence.
- b) Look for other classmates who have the same schedule and school as you do. You might want to travel together. However, you are responsible for your own transportation to and from the school.

What should I wear to fieldwork?

You are a pre-service professional, so be sure to appear that way. Dress appropriately, do not chew gum, do not text or answer your phone while in the classroom. You may be sitting on the floor with students for extended periods of time and walking numerous flights of stairs, so consider this when you plan your attire. Remember that the dress code for Stern College extends to your fieldwork placement as you represent our program, even while off-campus.

What do I do on the first day?

- a) On the first day of fieldwork, be sure to arrive a little early with your YU ID. You should be dressed appropriately, as per Yeshiva University's requirements. Be sure to bring a notebook and pens to take notes about what you will observe each time. These notes will become important for the assignments you will have to do in your SCW courses.
- b) Do not bring any coffee/hot beverages into the school. Even if the teachers have their coffees, you should not.
- c) You will also want to have your attendance sheet with you so that the cooperating teacher can initial it daily.
- d) Give your cooperating teacher a copy of the **Role of the Fieldwork Participant Form and the Fieldwork Participant Information form.**
- e) Ask for a school calendar so you can know when the school is closed or when you might not be able to go to fieldwork because your class has a trip or state exams, for example.

What do I do in the classroom?

Be willing to both observe what is going on in the classroom and to work with students. If your cooperating teacher asks you to work with a student, take this opportunity to try and support the student's learning. If the teacher does not ask you to get involved with students right away, observe the classroom set-up, listen to how the teacher interacts with the class, notice the materials in the classroom. You should take notes in a notebook (not on your phone or computer). You may need to take the initiative by sitting near a group of students, helping an individual student who needs help academically or staying focused. Talk to your teacher first. Good conversation starters include: "How can I be of help today?" or "Is there a student or group of students who need a little more help with something?" If your teacher does not seem to want you to work with students at all, let your SCW fieldwork supervisor know. Professor Greenberg will be observing you informally at least twice: once

at the beginning of your fieldwork experience and once in the middle. **If there is a problem, please contact her immediately by text or phone call. Do not wait until the scheduled visit or observation to let her know.**

What should I do if I am sick or cannot go to fieldwork one day?

If you are unable to go to fieldwork, you must contact your cooperating teacher by email or phone and let her know before class begins. Do not just leave a message with the school office, as the teacher may not get the message on time, and she will be counting on you to show up. You must also email your fieldwork supervisor and your classroom teacher for that specific course that morning before class. (The Fieldwork supervisor may visit and needs to know when and why a student is not there).

Can I be left alone in the room to watch the class while the teacher goes somewhere?

No! You may never be left alone as the sole adult in the room with the class or alone with any student. Only certified teachers may be left alone with students. If your teacher asks you to, “just watch the class for a minute,” let her know that your university does not permit this. If you have any concerns, please contact your SCW fieldwork supervisor.

Can I give my email or phone number to parents?

No! You are an SCW student and should only have contact with the cooperating teacher and the staff in the school. You are not authorized to talk to parents about their children. You are not permitted to tutor, babysit, or have any other relationship with the students outside the classroom fieldwork experience. If you have any concerns, please contact your SCW fieldwork supervisor.

Can I post pictures of my classroom on Facebook, Instagram, or other social media platforms?

No, it is illegal for you to take pictures of children without parental consent, even if the cooperating teacher tells you, it is not a problem. Do not post any pictures about your school, the children, the classroom, on social media. Your SCW professors may ask you for pictures of the classroom set-up as part of your assignments. This is fine if you do not photograph any children. A copy of the NYC social media guidelines is available at <https://infohub.nyced.org/reports-and-policies/policies/social-media-guidelines-for-doe-staff>

Please be especially mindful of your Security Awareness Training regarding Personally Identifiable Information (PII). NYS has additional cautions through policy ED Law 2D requiring utmost discretion and confidentiality with any document or communication that involves student PII. More information about NYS laws to protect student privacy and security can be found [here](#).

What should I do if I hear a student threatening to harm themselves or another student?

If you hear something that concerns you, let your cooperating teacher know right away. Additionally, the cooperating teacher may ask you to report your concerns to an administrator, school nurse or child study team member. Also, send an email to your SCW fieldwork supervisor detailing what you heard and that you informed the cooperating teacher that day.

teacher to type in her initials in the corresponding cell. At the end of the semester the fieldworker and cooperating teacher will be asked to verify the dates and hours documented on the fieldwork attendance

EDUC 2304

Math Methods-
Curriculum for
Elementary Teachers

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Sample Letter to the Cooperating Teacher

To the Cooperating Teacher:

On behalf of the Education Department of Stern College for Women, I would like to thank you for taking responsibility for working with our fieldworker. We are grateful for the opportunity that our student will have to learn from you and with you. The fieldworker is expected to spend xx hours in your classroom to fulfill her fieldwork requirement for this semester. This is the student's (first, second, third) fieldwork experience in a classroom. You will receive a copy of the assignments that the students are required to complete as part of their fieldwork experience. Some suggestions:

1. Let your fieldworker take as much responsibility as possible.
2. Give feedback on progress if possible.
3. Gauge your fieldworker's ability/

