University of North Carolina Asheville  
Department of Education  
Field Placement Procedures and Etiquette for EDUC 210 and Methods Courses

UNC Asheville Field Experience

One of the strengths of UNC Asheville’s Teacher Education Program is early and frequent field experience in public school classrooms, planned in conjunction with course content. Administrators and classroom teachers who agree to have UNC Asheville students in their schools do so as a service to their profession and to you as a future member of that profession.

Your field placement has been arranged by UNC Asheville’s Field Placement Coordinator and has been approved by the superintendent of the school system and the principal of the school. You may not take it upon yourself to rearrange the placement.

Should you be unable to follow through on your placement please let the following people know immediately: your professor, the field placement coordinator, and the K-12 clinical faculty.

*Your responsibility is to turn opportunities into visits!*

**Contact**

Make contact as soon as you get your confirmation email from the field placement coordinator. If you wait to make contact, they will worry about you; if you wait too long, they will forget you.

When contacting the K-12 clinical faculty, remember that he/she is at work, so phone calls should be made during before or after school hours.

When contacting a K-12 clinical faculty by email, be sure the email is professional and you address the teacher formally (Ms. or Mr.)

If you are not able to speak with the teacher, ask the secretary when you might call again: planning period, free period, after school, etc. and leave a message with your name and contact information.

**Still Having Difficulty Making Contact?**

You sent an email *and* made a phone call with a message, now what? Try a second time. If you do not hear from the person after 3 days, make a third attempt and leave a message indicating that you would like to come to the school on a specific day during after school hours to introduce yourself to the contact person. Go, armed with your calendar, and hope to set up an observation schedule.

**Continued Difficulty Making Contact?**

Contact the Field Experience Coordinate for assistance. Inform your course instructor of your difficulty.
Field Guide to Placement Etiquette

How to be Professional

- Follow UNCA Guidelines
  - No activated cell phones
  - No inappropriate information on social networking sites, email addresses or voicemail messages
  - Obscene or sexually suggestive language or behavior
- Follow Host School Guidelines
  - The culture of the school is likely to be more conservative than your peer culture. It is your job to observe and fit in with the professionals at the school. It is not your job to change the culture, the rules, or the philosophy of the school.
- Punctuality
  - Arrive 10-15 minutes early for all of your scheduled experiences
  - Always report immediately to the school's main office upon entering the building
  - Use the sign in procedures for the hosting school
  - Do not miss scheduled visits.
- Attentiveness
  - You are an active participant whether you are solely observing, participating in class or teaching a lesson.
  - Please be aware, alert and interactive during your visit.
- Dress: The following are generally considered unacceptable for the professional in the school settings of this area:
  - Visible body-piercings other than ears (including tongue studs)
  - Visible tattoos
  - Skirts shorter than mid-thigh
  - Halter or spaghetti-strap tops
  - Backless tops
  - Tops that show cleavage
  - Visible midriffs
  - Form fitting clothing
  - Visible underwear
  - Obviously absent underwear
  - Bare feet
  - Flip-flops
  - Body odor
  - Excessive perfume
  - Clothing with obscene or suggestive language or illustrations
  - Clothing with political or religious slogans
  - Wildly unnatural hair color
  - In some school districts, denim clothing may be unacceptable

Reminder: You are the guest of the K-12 clinical faculty, the principal, and the school system. They are gracious and look forward to having you visit them. You are not only representing yourself but also UNC Asheville and the Department of Education.