



## KSU School of Education and Human Development Teacher Education Field Experiences

KSU Teacher candidates, must complete 25 field hours for admission to the Teacher Education Program (TEP) and must complete a total of 200 hours of approved, unpaid field experiences before being admitted to student teaching. The information below is needed to complete documented field experiences.

- You must complete a criminal background check with the Franklin County Public School Board office (<https://kysu.edu/wp-content/uploads/2018/09/Criminal-Background-Checks-for-KSU-Students-announcement.pdf>).
- All field experiences are linked to courses. If you want to complete more than the hours assigned to a course, you may. Link the hours to a course, with your instructors' permission.
- Courses are assigned to schools. You must go to the schools assigned to your courses. If your instructor requires field experiences and the course is not assigned to a school, contact Dr. Kevin M. Jones, Interim Chair, School of Education and Human Development at 502-597-5919 or [kevin.m.jones@kysu.edu](mailto:kevin.m.jones@kysu.edu).
- Course instructors create specific assignments for you to complete in the field, and they communicate directly with school principals about these assignments. You do not go to schools just to clock field hours. You go to schools to connect what you learn in specific courses to the real world of teaching and learning in P-12 schools.
- You may observe/assist no more than two teachers for any one course. You may not work with the same teachers across multiple courses. We want you to have experiences with a variety of teachers, across courses – but not within courses.
- If you are not sure whether an activity will qualify as a field experience, ask Dr. Jones before you participate in the activity. According to 16 KAR 5:040 (Admission, placement, and supervision in student teaching), field experiences must be based in P-12 education – in schools and related agencies – and they must include the following activities and settings, over the course of 200 hours: Family Resource Centers or Youth Service Centers, tutoring P-12 students, interacting with families of P-12 students, attending school board meetings, attending school-based council meetings, and participating in a school-based professional learning community, and assisting P-12 teachers/other school professionals.
- You must enter all your field hours in the Kentucky Field Experiences Tracing System (KFETS), established by the Education Professional Standards Board (EPSB) ([http://kysu.edu/wp-content/uploads/2015/05/KFETS\\_Candidate\\_PP.pdf](http://kysu.edu/wp-content/uploads/2015/05/KFETS_Candidate_PP.pdf)).
- Field experiences are verified by your course instructors through Field Experience Verification Form (<http://kysu.edu/wp-content/uploads/2015/05/P-12-Field-Experience-Verification-updated-fall-2014.pdf>).