



Office of Educator Preparation

### Fieldwork Schedule Form

This form is to be used by the teacher candidate (student) and the classroom teacher (“fieldwork mentor”) to describe expectations for activities to be conducted under the direction of the mentor during the teacher candidate’s field placement. Once this form is completed, [please upload the document here](#).

Teacher Candidate (Student)	FIELDWORK MENTOR (Certified Teacher)
Name:	Name:
Certification Area(s):	School Name/district:
Email:	Email:

Date:   /  /   Utica Course associated with fieldwork \_\_\_\_\_

Required number of hours: \_\_\_\_\_ Level I \_\_\_\_\_ Level II \_\_\_\_\_ Level III \_\_\_\_\_

Days & times of scheduled fieldwork: \_\_\_\_\_  
(e.g. Mondays from 9:30-10:30)

**To meet the course and fieldwork requirements for this class, the individual is expected to:**

1. Obtain a Utica University photo ID before beginning fieldwork requirements
2. Maintain a consistent schedule with the host classroom teacher
3. Inform the teacher *in advance* if unable to make scheduled fieldwork
4. Exhibit professional behavior at all times
5. Specific duties and responsibilities, to be jointly determined by student and fieldwork mentor:
  - a. ....
  - b. ....
  - c. ....

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of classroom teacher

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

*Thank you for providing this opportunity. If you have any concerns or issues that you would like to discuss, please feel free to call the Utica University Office of Educator Preparation at (315) 792-3235 or email [uticaeducation@utica.edu](mailto:uticaeducation@utica.edu).*



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## **Online Fieldwork Log instructions**

(for the teacher candidate)

1. Print out a fieldwork schedule form and have the fieldwork mentor teacher sign and agree to the expectations of the fieldwork placement. This form should be [uploaded using this link](#) once it is completed. Provide a copy of the instructions to the mentor so that they can have the link to complete your field site evaluation.
2. As you complete your fieldwork, you must record your fieldwork hours using the [Fieldwork Log](#) which is now an online form. This can be done at the completion of each day's fieldwork, or weekly. **It is not recommended to log fieldwork at the end of the semester.** A receipt of the submission will be emailed to you for your records.

The direct link to the UC Fieldwork Log form is

**<http://bit.ly/UCFieldworkLog>**

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## **Field Site Evaluation instructions**

(for the mentor)

1. After the fieldwork requirements outlined in the fieldwork schedule form are met, it will be helpful to know how well the teacher candidate met your expectations while in your room. In order to help us evaluate their performance we are asking that you (the mentor teacher) complete an online [field site evaluation](#). It will be the teacher candidate's responsibility to ensure that the fieldwork evaluation link has been provided to the mentor. The teacher candidate's fieldwork will not be considered complete until the evaluation has been submitted by you online.

The direct link to the UC Field Site Evaluation form is

**<http://bit.ly/UCFieldSite>**