
UNI Educator Preparation Program Belief Statement #2

Candidates must engage in rich, purposeful, and authentic field-based experiences to develop appropriate dispositions and practices.

Iowa Code: [Chapter 79 – 281-79.14\(256\) Teacher Preparation Clinical Practice Standard](#)

Placement Assistance

- Many Cedar Valley schools have Site Coordinators* to assist with possible placements. [Contact information](#) is located on the Teacher Education website.

Note: If a school does not have a Site Coordinator or the coordinator has not responded, the UNI Department of Teaching has established relationships with many of the schools and *may* be able to help with communication and connections. [Check the UNI Point-of-Contact](#) list. Find principal contact information on the same document.

Prior to the Experience

All field experience sites must have a contract with UNI. Check [here](#) to verify and/or start the process.

All mentor teachers should have an appropriate standard license for their area. Check [here](#) to verify if there is a question. Document special cases on this [form](#). Questions can be sent to the Teacher Education Office at teachereducation@uni.edu.

UNI students must [complete a background check](#) to attend a field experience independent from a UNI professor.

To verify completed background check go to: MyUNIverse - Work@UNI – UNITED Professor View.

Students should use a nametag: [UNI Order Information](#)

Required Documentation and Communication

Document field experience information in Anthology as soon as placements are finalized. Contact

tamara.powers@uni.edu with any questions.

Send a courtesy copy (cc) of field experience placements to the [School Site Coordinators](#) (if applicable), Principal, and UNI Point-of-Contact (if applicable) to facilitate communication with our school partners. Include: Course, number of students, mentor teachers, and dates/times in their building.

Provide mentor teachers and students with clear expectations for the upcoming field experience.

If a concern arises, document it using a Notification of Concerns form. A professor can view any unresolved or past Notice of Concerns for a student on their roster. Go to MyUNIverse – Work@UNI-UNITED Professor View.

Provide mentor teachers with [documentation for license renewal credit](#) (if applicable) toward the end of the experience. You may want to view [this short tutorial](#) and may need to use the [Iowa BOEE license search](#).

Submit the field experience rubric/evaluation (if applicable) to Anthology. For questions contact

tamara.powers@uni.edu.

Important Notes

- Many faculty have long-term relationships with teachers. It is not the intent of this document to disrupt those relationships or prevent faculty from placing their students in those teachers' classrooms for field experiences yet continue to implement all procedures above.
- UNI faculty/staff must initiate first contact with school personnel regarding a field experience. Students may not make the first contact.
- If there is a conflict-of-interest that could affect the evaluation of the student or the nature of the experience, UNI faculty should determine if an alternative placement is needed.
- Tami Powers ([Tamara Powers](#)) is the UNI Clinical Placement Administrator and Licensing Advisor. She is located in the [CATS office](#) (151 Schindler).