

# ESD-U Field Experience Agreement Form (23-24 Cohort)

ESD-U is an alternative route teacher certification program that supports a 'grow your own' partnership with districts in the ESD 112 region. For more information, visit: [www.esd112.org/esd-u](http://www.esd112.org/esd-u).

Applicants for ESD-U must provide evidence on whether a school, district or learning institution is able to provide access to appropriate field experience opportunities throughout the upcoming school year, in order to fulfill program field experience requirements (details on page 3). Building supervisors/administrators can be included in this conversation, however it is the district Human Resources (HR) staff who provide final approval.

Completing this agreement is the first step in the placement process, and it should be understood by program staff, applicant, and district staff that not all details will be final at the time of application. Additional discussions and confirmation will be initiated by program staff if applicant is enrolled in ESD-U.

This form includes an optional section for supervisors/administrators to include a message to district HR staff regarding this request. If filled out, the form can be returned to the applicant to send to district HR staff, or sent directly by the supervisor/administrator to district HR staff.

The completed form can be returned to the applicant to submit with their application, or it can be sent directly by district HR staff to ESD-U program staff by emailing [esd-u@esd112.org](mailto:esd-u@esd112.org).

## **APPLICANT INFORMATION** (To be completed by applicant)

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Full Name:	Route for Program:
Phone:	Email:
District:	Connection/Position
Endorsement(s) Applying For:	with District:

*By signing below, I confirm that I am applying for the ESD-U program and am requesting appropriate access to field experience opportunities with the district indicated above for the upcoming school year, to fulfill the field experience requirements for ESD-U (pending enrollment).*

**Applicant Signature:**

**Date:**

## **SUPERVISOR/ADMINISTRATOR MESSAGE - OPTIONAL** (To be completed by supervisor/administrator)

*By signing below, I confirm that I have written the above message in regards to this field experience request.*

**Signature**

**School/Program**

**Printed Name**

**Title**

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## **FIELD EXPERIENCE AGREEMENT** (To be completed by district HR staff)

Below are the general ESD-U field experience requirements. Please review and check either Yes/No/Maybe for each item to indicate whether your district will be able to provide access to field experience opportunities.

Refer to Page 1 for a message from a supervisor/administrator regarding this request (optional). Refer to Page 3 for details regarding program field experience and placement requirements.

Field Experience Requirement	District Agreement		
Placement within the district to complete ESD-U program field experience requirements that includes at least one (1) student from the endorsement area the applicant is.	<input type="checkbox"/> YES	<input type="checkbox"/> MAYBE	<input type="checkbox"/> NO
Opportunities to work with students in a classroom or other learning environment.	<input type="checkbox"/> YES	<input type="checkbox"/> MAYBE	<input type="checkbox"/> NO
Opportunities to engage in case management activities relating to the students they are working with.	<input type="checkbox"/> YES	<input type="checkbox"/> MAYBE	<input type="checkbox"/> NO
Opportunities to engage in Professional Learning Community (PLC) meetings and other discussions with teachers, paraeducators, administrators, and specialists regarding student data and behavior.	<input type="checkbox"/> YES	<input type="checkbox"/> MAYBE	<input checked="" type="checkbox"/> NO
Opportunities to lead adults in a classroom or other educational setting, such as paraeducators, volunteers, parents, staff, etc.	<input type="checkbox"/> YES	<input type="checkbox"/> MAYBE	<input type="checkbox"/> NO
Assign a mentor to provide support, who has been certificated at least 3 years and is willing to/has attended the <a href="#">BEST Mentor Academy 101 training</a> (or equivalent). <i>Route 2/3/4 Teacher Certificate candidates only! Not required for Retooling Endorsement candidates.</i>	<input type="checkbox"/> YES	<input type="checkbox"/> MAYBE	<input type="checkbox"/> NO
Opportunities to be observed by mentor and other experienced educators, and to observe mentor and other experienced educators.	<input type="checkbox"/> YES	<input type="checkbox"/> MAYBE	<input type="checkbox"/> NO
Allow program Field Supervisor to complete multiple observations throughout the field experience (number dependent on route).	<input type="checkbox"/> YES	<input type="checkbox"/> MAYBE	<input type="checkbox"/> NO

*By signing below, I confirm that I have the authority to approve field experience placements within the district, and that the information provided above is an accurate indication of the field experience opportunities that the district would be able to provide for the upcoming school year for this applicant.*

**Signature**

**Date**

**Printed Name**

**Title**

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## PROGRAM FIELD EXPERIENCE & PLACEMENT REQUIREMENTS

Route	General Field Experience	Student Teaching	Total Hours	Mentor Needed	Preferred Grade	Placement Dates
Route 2	*420 hours	120 hours minimum	540 hours	Yes	District preference	Jan (or earlier) - June
Route 3	*480 hours	120 hours minimum	600 hours	Yes	District preference	Jan (or earlier) - June
Route 4	1000 hours	Fulfilled by working as teacher of record	1000 hours	Yes	Teacher of record classroom assignment	Sept - June
Retooling	450 hours	Fulfilled by working with students in the endorsement area	450 hours	No	Current classroom assignment	Sept - June

\*Can have fewer general field experience hours if increase student teaching hours.

### ESD-U field experience parameters are specifically designed to be flexible to meet the needs of districts.

**PLACEMENT** can be in classrooms that are similar to where districts anticipate needing the candidate in the future (ideally for future teaching positions). Candidates should be working with at least one (1) student from the endorsement areas.

- **SPED:** Candidates should work in special education classrooms (pre-K-12) with students who have an Individualized Education Plan (IEP) and/or a 504 plan.
- **ELEM:** Candidates should work in general education classrooms (K-12) with students who are not on IEP or 504 plans. It is recommended to get some experience (general or student teaching) in different content areas. This experience in different content areas can be the candidate doing an observation, assisting with instruction for the class, and/or instructing the class. *(No current time requirement for time in different content areas).*
- **ELL & ELEM:** Candidates should work in general education classrooms (K-12) AND also work with at least one (1) student who is identified as ELL.
- **SPED & ELEM:** Candidates should work in special education classrooms (pre-K-12) with students who have an Individualized Education Plan (IEP) and/or a 504 plan AND also work with at least one (1) student who is considered general education (i.e., does not have an IEP or 504 plan).

**GRADE LEVEL** for placement can be based on district need and/or candidate preference. For **ELEM** candidates it is recommended to get some experience (general or student teaching) in different grade level bands (K-2, 3-5, 6-8). This experience can be the candidate doing an observation, assisting with instruction for the class, and/or instructing the class. *(No current time requirement for working with different grade levels.)*

**STUDENT TEACHING** would involve the candidate creating lessons and leading instruction for a consistent group of students over a consecutive period of time. Student teaching hours can be full, consecutive days OR a different format if that will better serve the school/students (ex: half days, Mon/Wed/Fri, specific periods, etc.). If student teaching is an alternative format, it is recommended that plan includes at least ten (10) full-days leading instruction for a full-classroom.

**GENERAL FIELD EXPERIENCE** for ESD-U involves three main categories: 1) Working with students, 2) Case management activities and 3) leading adults. Examples of general field experience include (but are not limited to) working as a paraeducator, observing classrooms, attending PLC meetings, reviewing assessment data, collaborating with paraeducators/instructors/specialists, attending parent meetings, leading paraeducators, etc. The following does not count towards general field experience: Professional development, grading, prep time, playground duty, coaching

**MENTORS** should be assigned to candidates prior to the beginning of their field experience and should be selected based on current [Beginning Educator Support Team \(BEST\) mentor standards](#), including being certificated for at least three (3) years and have completed (or willing to complete) the [BEST Mentor Academy 101 training](#) (or equivalent). Names and email addresses for mentors should be sent to program staff for reporting purposes and payment.

**ESD-U FIELD EXPERIENCE CHECKLIST** includes specific activities for candidates to complete. The [Field Experience Checklist](#) can be used by candidates, mentors, and building administrators to ensure candidates are receiving a thorough and varied field experience.