



**HANDBOOK FOR**  
**Stern College for Women,**  
**Yeshiva University**  
**FIELDWORKERS**  
**2023-2024**

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Dear SCW Department of Education Fieldworker:

Welcome to the Stern College for Women of Yeshiva University Department of Education. We have prepared this handbook to answer any questions you may have about the purpose and the process of fieldwork. The purpose of fieldwork is to complement the coursework you are taking and to give you a feel for how a classroom functions and for the responsibilities of a teacher.

During fieldwork, you will have the opportunity to observe master educators in the field of education. You will have the opportunity to work with small groups of children or even with children, one-on-one, or lead short whole class activities (such as a read aloud or section of the morning meeting), depending on the setting and the needs of your cooperating teacher.

The coursework you are taking will give you the foundation to understand what you see in the classroom during fieldwork. Your professors will give assignments for you to complete based on your fieldwork experiences. It is critical that you attend each session of fieldwork and that you pay attention to what is happening in the class. You should come prepared to take notes in a notebook, not on the computer or your phone.

You will receive a digital fieldwork attendance sheet. Please be sure to open the Excel sheet on your phone and have your Cooperating Teacher initial the correct cell at the end of every week. At the end of the semester, your cooperating teacher will provide an evaluation of your fieldwork experience in his/her classroom. Samples of each are provided at the end of this handbook.

If you have any questions as your fieldwork begins, please contact Professor Greenberg at [donna.greenberg@yu.edu](mailto:donna.greenberg@yu.edu). A copy of this handbook has been provided in Canvas. We wish you success as you embark on this exciting journey as a fieldworker!

-The Education Department Faculty

## **Expectations for Fieldwork Etiquette in the Education Department**

Etiquette is a code of conduct, a method of dealing with each other that is based upon respect and norms of appropriate social behavior and interaction. It is the philosophy of the Stern College Pre-service Teacher Education Program that students in our partner schools are expected to adhere to the following:

1. *Arrive to your assigned fieldwork classroom on time.*
2. *Turn off your cell phone. No texting.*
3. *Do not bring food or drinks to class.*
4. *Be attentive and sit near the students and join in where and when appropriate.*
5. *Take notes in a small notebook, not on your phone or laptop.*
6. *Avoid side conversations with other student teachers or fieldworkers who may be observing in the same class as you.*
7. *Inform the cooperating teacher in advance if you need to arrive late or leave early.*
8. *Contact the school, the cooperating teacher, Professor Greenberg, and your course professor in advance if you must miss a day of fieldwork. You are responsible for making up the time that you missed. Professor Greenberg can be reached at [donna.greenberg@yu.edu](mailto:donna.greenberg@yu.edu)*

Respectful attention to the guidelines will ensure a positive fieldwork experience for all.

## **The Role of the Fieldworker**

**The Fieldworker is a guest in the host school and classroom.** She is given the opportunity to learn more about children, to observe best practices in teaching and learning, and confer with a teacher of experience. Fieldworkers in our courses are expected to adhere to the following:

1. Fieldworkers are required to give and get mutual contact information with the classroom teacher in case of school closing or absence by the fieldworker.
2. Fieldworkers should ask the cooperating teacher for a school calendar to inform students of opening and closing of school.
3. Fieldworkers must “sign-in” in the appropriate places determined by the individual schools.
4. Fieldworkers are responsible for obtaining the cooperating teacher to initial their attendance sheet.
5. Fieldworkers are expected to dress, groom, and conduct themselves in a professional manner and in ways that do not cause concern on the part of the faculty, administration, and parents.

6. Fieldworkers are expected to be in the classroom times during the semester. All absences must be document on the attendance sheet and made up. Indicate make up days on the attendance sheet.
7. The fieldworker is expected to maintain regular attendance. When it is necessary for a fieldwork participant to be absent because of her own illness, illness or death in her immediate family, or other extenuating circumstances that cannot be avoided, she is expected to notify the cooperating teacher and the fieldwork supervisor as soon as she knows when she will be absent.
8. The fieldworker will learn a great deal about individual children. She will have the same responsibility as staff to avoid discussing children, parents, and the business of the school away from the school or with people not directly involved in the program of the school. FERPA training has been provided, details in FAQs below.
9. Fieldworkers should not mention students or the school by name or post any pictures of students on Twitter, Instagram, Facebook, and other social media sites.
10. If any situation arises that is uncomfortable for the fieldworker, she is to contact the fieldwork supervisor within 24 hours of the incident by phone or email.

## **Frequently Asked Questions/FAQs**

### **What is fieldwork?**

Fieldwork is a co-requisite to the coursework you are taking. But it is so much more than that! It is an opportunity to observe and work alongside professionals in your field. You will have the chance to see and participate in the dynamics of a classroom in grades 1-6. You will also have the opportunity to support and help students in their learning, whether in small groups or one-to-one. It is a chance to learn outside the college classroom and see first-hand the teaching and learning that happens in the early childhood and elementary school classrooms.

### **Why do I need fieldwork?**

You will undoubtedly learn a great deal from your courses and your professors. At the same time, there is no substitute for seeing and experiencing a teacher working in a classroom with students engaged in learning. Your fieldwork experience is designed to complement what you are studying during your courses. Your professor will be giving assignments that relate directly to your experiences in fieldwork.

### **Who else will be doing fieldwork aside from me?**

Everyone registered for the following courses will be doing fieldwork:

For Elementary majors: EDUC 2301 offered first semester and EDUC 2300, EDUC 2302, EDUC 2304 offered second semester.

For Early Childhood majors: EDUC 2133 offered first semester and EDUC 2130, EDUC 2134, EDUC 2138 offered second semester.

An Education minor or non-major enrolled in any of the above courses.

### **Is fieldwork just a Stern College requirement?**

No. Fieldwork is required by the New York State Department of Education.

### **When do I have fieldwork?**

Once you have registered for classes requiring fieldwork, you will need to leave time open in the morning hours of your schedule so you can go to fieldwork at a local public school or yeshiva. Students typically leave one or two mornings a week open and do not register for SCW courses before 11:50 am (SCW time slots C or L), so they can spend the morning hours at their assigned fieldwork location. In many schools certain subjects, like literacy, are only taught in the mornings. Some students choose to do their fieldwork hours on Fridays, although Fridays are not ideal because schools often have an atypical schedule on Fridays.

### **How do I know where I am assigned to fieldwork?**

Approximately two weeks before your fieldwork assignment is to begin, you will receive an email from Professor Greenberg with the Fieldwork Preference Form where you will indicate the days and times you have available, as well as grade preference. She will do her best to accommodate your preferences, but there are no guarantees. Education majors are required to have field experiences at both ends of the certification grade band (Early Childhood: Birth-Grade 2; Childhood: Grades 1-6; For example: EC majors need a Pre-K experience and a grade 1 or 2 experience. Childhood majors need a grade 1-3 experience and a 4-6 experience.) Once your preference form is received, Professor Greenberg will send you an email with your fieldwork assignment and the link to the google sheets attendance form. She will include the name of the school, the grade, and the teacher's contact information. She will also let you know when the first day of fieldwork.

### **Do I need to be fingerprinted to do fieldwork?**

Yes, every NYC public school student teacher who will be a classroom observer for more than 5 days must have a security clearance to be placed in a school. Fingerprinting is just one part of the process. Fingerprinting instructions will be forthcoming from our certifications officer.

### **Do I need to complete the YU security awareness training?**

Yes, all SCW students assigned to fieldwork will need to complete the [FERPA 101](#) course. Please send the certification of completion to our certifications officer, Dr. Tara Gensler (tara.gensler@yu.edu)

### **I was fingerprinted at the: NYC Department of Health, at a NYC police precinct, a NYC agency, etc., do I have to be printed again?**

Yes, you do need to be fingerprinted again, as the DOE does not accept fingerprints from other city agencies other than Identogo.

### **I was fingerprinted by New York State Education Department, but I am told my prints are not in the New York City DOE system.**

If you have been previously fingerprinted by the New York State Education Department (NYSED), you should still register in PETS and complete your forms online (through Applicant Gateway) and complete the OSPRA 103 form, which will allow the DOE to request your criminal history report from NYSED.

### **How do I get fingerprinted?**

1. If you have not already done so, create a NYS TEACH account at <http://www.highered.nysed.gov/tcert/teach/>
2. Make an appointment to get fingerprinted at one of the many Identogo locations across the United States via <http://www.identogo.com/FP/NewYork.aspx> (choose “Digital Fingerprinting”), or call (877) 472-6915. Your ORI Code is **14ZGQT**.
3. Get fingerprinted at the time and location you have chosen. After 1-7 days have passed, confirm that your prints are on file with the state. To do so, create or log into your New York State TEACH account at: <http://www.highered.nysed.gov/tcert/teach/>
  - Click “Teach Online Services”
  - Click the “Home” button
  - Under “Inquiry Links, click on “Account Information”
  - Under “Select Information You Want to View, select “Fingerprinting”

- Press “Go”
- **Above** “Fingerprint Information,” it should say “Your DCJS and FBI results have been received.” If so, you have met the fingerprinting requirement for New York State certification. However, you have not yet met the fingerprinting requirement for student teaching with the New York City Department of Education. Send a screenshot to me ([mhirsch2@yu.edu](mailto:mhirsch2@yu.edu)) so that we can make a note that you have met the state requirement for certification, but **not** the city requirement for student teaching. Follow the steps below to complete the process.

4) Check that Dr. Tara Gensler has nominated you for NYC DOE Personnel Eligibility Tracking System (PETS) and sent you a brief email letting you know that you have been entered.

6) Within a few hours, you should have received an email from the NYC DOE confirming that you have been nominated for a position (student teaching) within the DOE. Follow the instructions in this email to activate your Applicant Gateway account and complete all the required forms listed in the Applicant Gateway, such as the Background Questionnaire and the Fingerprinting Referral Form. However, **do not** schedule a fingerprinting appointment via the Applicant Gateway. If you do not receive an email from the NYC DOE, try activating your applicant gateway and completing all forms using this link: <https://www.nycenet.edu/Offices/DHR/agway/Start/Login.aspx?ReturnUrl=%2foffices%2fDHR%2fagway%2f>.

7) Email a completed [OSPRA 103](#) form to [HRCServiceCenter@schools.nyc.gov](mailto:HRCServiceCenter@schools.nyc.gov)

In your email, clearly state that you are a student teacher at Stern College for Women, Yeshiva University and that you are requesting a free OSPRA 103 transfer to begin your upcoming placement. *Our contacts at HR Connect have indicated that you may share only the last four digits of your SSN on the OSPRA 103 form, but you must ensure that the email address you provide on the OSPRA 103 form is **identical** to the email address you provided on your PETS form. Make sure that your name is identical on all the forms and websites associated with your teacher accounts at NYS and NYC.*

8) After at least 5 days\* have passed, log into your Applicant Gateway account to check on the status of your fingerprints. When your Nomination Status shows that all requirements are complete, take a screenshot of this page, including your name in the upper right-hand corner, and send it to [mhirsch2@yu.edu](mailto:mhirsch2@yu.edu). (\*Note: OSPRA 103 transfers have been taking 3-4 weeks to transfer during the pandemic.) ***Example of a Screenshot from the NYC DOE Applicant Gateway Account:***

Instructions for NYC Department of Education Applicants [\(Click Here\)](#)

**Nomination Status**

Name:	Status:	Completed
EIS Title:	Current Step:	
Location:	Process Description:	
Authorize to Hire Date:		<a href="#">Notification History</a>

	Application Process Step	Status	Date Completed	Process Date
✓	1 Nomination Recorded	Complete	09/29/2018	
✓	2 Processing	Complete	09/26/2018	
✓	Background Questionnaire - Nomination	Complete	09/26/2018	
✓	Fingerprints	Complete	09/26/2018	
✓	Application Forms	Complete	09/26/2018	
✓	3 Background Investigations - Nomination	Complete	09/26/2018	
✓	4 Complete	Complete	09/26/2018	

**How do I get to my fieldwork placement school?**

Once you know where you are assigned, you can arrange to travel by subway, bus, walk or share a cab with other students who are assigned to the same location and have fieldwork on the same day.

**What do I do once I get my fieldwork assignment?**

- a) Once you get the name of your cooperating teacher, email him/her, and introduce yourself. Be sure to exchange emails and phone numbers, in case you need to be in touch with him/her for any reason, including an absence.
- b) Look for other classmates who have the same schedule and school as you do. You might want to travel together. However, you are responsible for your own transportation to and from the school.

**What should I wear to fieldwork?**

You are a pre-service professional, so be sure to appear that way. Dress appropriately, do not chew gum, do not text or answer your phone while in the classroom. You may be sitting on the floor with students for extended periods of time and walking numerous flights of stairs, so consider this when you plan your attire. Remember that the dress code for Stern College extends to your fieldwork placement as you represent our program, even while off-campus.

### **What do I do on the first day?**

- a) On the first day of fieldwork, be sure to arrive a little early with your YU ID. You should be dressed appropriately, as per Yeshiva University's requirements. Be sure to bring a notebook and pens to take notes about what you will observe each time. These notes will become important for the assignments you will have to do in your SCW courses.
- b) Do not bring any coffee/hot beverages into the school. Even if the teachers have their coffees, you should not.
- c) You will also want to have your attendance sheet with you so that the cooperating teacher can initial it daily.
- d) Give your cooperating teacher a copy of the **Role of the Fieldwork Participant Form and the Fieldwork Participant Information form.**
- e) Ask for a school calendar so you can know when the school is closed or when you might not be able to go to fieldwork because your class has a trip or state exams, for example.

### **What do I do in the classroom?**

Be willing to both observe what is going on in the classroom and to work with students. If your cooperating teacher asks you to work with a student, take this opportunity to try and support the student's learning. If the teacher does not ask you to get involved with students right away, observe the classroom set-up, listen to how the teacher interacts with the class, notice the materials in the classroom. You should take notes in a notebook (not on your phone or computer). You may need to take the initiative by sitting near a group of students, helping an individual student who needs help academically or staying focused. Talk to your teacher first. Good conversation starters include: "How can I be of help today?" or "Is there a student or group of students who need a little more help with something?" If your teacher does not seem to want you to work with students at all, let your SCW fieldwork supervisor know. Professor Greenberg will be observing you informally at least twice: once

at the beginning of your fieldwork experience and once in the middle. **If there is a problem, please contact her immediately by text or phone call. Do not wait until the scheduled visit or observation to let her know.**

**What should I do if I am sick or cannot go to fieldwork one day?**

If you are unable to go to fieldwork, you must contact your cooperating teacher by email or phone and let her know before class begins. Do not just leave a message with the school office, as the teacher may not get the message on time, and she will be counting on you to show up. You must also email your fieldwork supervisor and your classroom teacher for that specific course that morning before class. (The Fieldwork supervisor may visit and needs to know when and why a student is not there).

**Can I be left alone in the room to watch the class while the teacher goes somewhere?**

**No!** You may never be left alone as the sole adult in the room with the class or alone with any student. Only certified teachers may be left alone with students. If your teacher asks you to, “just watch the class for a minute,” let her know that your university does not permit this. If you have any concerns, please contact your SCW fieldwork supervisor.

**Can I give my email or phone number to parents?**

**No!** You are an SCW student and should only have contact with the cooperating teacher and the staff in the school. You are not authorized to talk to parents about their children. You are not permitted to tutor, babysit, or have any other relationship with the students outside the classroom fieldwork experience. If you have any concerns, please contact your SCW fieldwork supervisor.

**Can I post pictures of my classroom on Facebook, Instagram, or other social media platforms?**

No, it is illegal for you to take pictures of children without parental consent, even if the cooperating teacher tells you, it is not a problem. Do not post any pictures about your school, the children, the classroom, on social media. Your SCW professors may ask you for pictures of the classroom set-up as part of your assignments. This is fine if you do not photograph any children. A copy of the NYC social media guidelines is available at <https://infohub.nyced.org/reports-and-policies/policies/social-media-guidelines-for-doe-staff>

Please be especially mindful of your Security Awareness Training regarding Personally Identifiable Information (PII). NYS has additional cautions through policy ED Law 2D requiring utmost discretion and confidentiality with any document or communication that involves student PII. More information about NYS laws to protect student privacy and security can be found [here](#).

### **What should I do if I hear a student threatening to harm themselves or another student?**

If you hear something that concerns you, let your cooperating teacher know right away. Additionally, the cooperating teacher may ask you to report your concerns to an administrator, school nurse or child study team member. Also, send an email to your SCW fieldwork supervisor detailing what you heard and that you informed the cooperating teacher that day.

### **What should I do if I observe a teacher acting in a way that concerns me?**

Do not approach the teacher. Record what you observed and email your SCW fieldwork supervisor as soon as possible. Do not wait to tell the supervisor until the next scheduled visit.

### **What else should I know before I begin my fieldwork experience?**

- a) You are there to learn. Observe, ask questions as appropriate, and take advantage of the opportunity to learn.
- b) Be alert to opportunities where you might support a student or help the cooperating teacher.
- c) Even if you feel shy, sit near the teaching and learning. This will slowly help you feel comfortable, and students will notice you and begin asking you for support. Avoid the urge to sit in the back of the room far away from the students.

### **How will I be evaluated?**

Professor Greenberg will email the form to your cooperating teacher prior to the end of your placement. A sample evaluation form has been included at the end of this handbook.

### **How should I complete the attendance sheet?**

The Fieldwork Attendance sheet is an EXCEL spreadsheet shared three ways between the Fieldwork Supervisor, fieldworker, and the cooperating teacher. The fieldworker will fill in the date and time of fieldwork attendance weekly. The fieldworker can open the sheet on her phone and ask the cooperating

teacher to type in her initials in the corresponding cell. At the end of the semester the fieldworker and cooperating teacher will be asked to verify the dates and hours documented on the fieldwork attendance sheet. Please keep track of your required number hours for your course.

**Are there any other requirements or responsibilities?**

In addition to the completion of the fieldwork attendance sheet, the fieldworker will be asked to complete an online fieldwork survey that includes a summary of the fieldwork experience. The fieldwork attendance sheet and survey are part of the course requirements, and late or incomplete submissions will impact the candidate’s grade in the course. Students in EDUC 2301, 2302, 2304 and EDUC 2133 and 2134 are also required to prepare a lesson plan and teach one lesson for each subject area during the fieldwork experience. You will coordinate this with your fieldwork supervisor and cooperating teacher. Details to follow.

**How many hours of fieldwork do I need?**

The state regulations for student teaching require 100 clock hours of field experiences related to coursework prior to student teaching. Fieldwork requirements per course are listed in the table below.

<b>Course Number</b>	<b>Course Name</b>	<b># Fieldwork Hours</b>	<b>Fieldwork Focus</b>
EDUC 2130	Foundations of Early Childhood	25	One on one teaching
EDUC 2133	EC Linguistic Tools and Literacy Development	25	Small group instruction
EDUC 2134	EC Language & Literacy	25	Whole group instruction
EDUC 2138	EC Curriculum Math & Science	25	Whole group instruction
EDUC 2300	Intro to Elementary Education	36	One on one teaching
EDUC 2301	Childhood Language & Literacy I	32	Small group instruction
EDUC 2302	Childhood Language & Literacy II	16	Large group instruction



## Sample Letter to the Cooperating Teacher

To the Cooperating Teacher:

On behalf of the Education Department of Stern College for Women, I would like to thank you for taking responsibility for working with our fieldworker. We are grateful for the opportunity that our student will have to learn from you and with you. The fieldworker is expected to spend xx hours in your classroom to fulfill her fieldwork requirement for this semester. This is the student's (first, second, third) fieldwork experience in a classroom. You will receive a copy of the assignments that the students are required to complete as part of their fieldwork experience. Some suggestions:

1. Let your fieldworker take as much responsibility as possible.
2. Give feedback on progress if possible.
3. Gauge your fieldworker's ability. Some fieldworkers may be able to handle a small group of students better than others. However, each fieldworker needs the experience of interacting with children.
4. The fieldworker has been told to abide by the cooperating teacher's classroom expectations and wishes regarding the participation of the fieldworker.
5. The student's supervisor will be available via phone & email and will be making informal periodic visits.
6. **Please contact the fieldworker's supervisor if difficulties or questions arise.**
7. Please initial the fieldworker's attendance sheet weekly.
8. At the end of the semester, you will receive a short survey which is used to evaluate the fieldworker.

### [Sample Cooperating Teacher Evaluation Form](#)

### [Sample Fieldworker Survey of Placement](#)

