

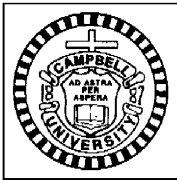
**CAMPBELL
UNIVERSITY**

Dr. Donna L. Woolard
Department of Exercise Science
P. O. Box 414
Buies Creek, NC 27506
910-893-1366 (Office)
775-255-1438 (Fax)
910-892-4821 or 892-8882(Home)
woolard@camel.campbell.edu

Physical Education Fieldwork Experiences

For:

- EXER 334: Elementary School PE Methods for Elementary Majors**
- EXER 339: Elementary School PE Methods for PE Majors**
- EXER 441: Secondary School PE Methods**



CAMPBELL UNIVERSITY

Dr. Donna L. Woolard
Department of Exercise Science
P. O. Box 414
Buies Creek, NC 27506
910-893-1366 (Office)
775-255-1438 (Fax)
910-892-4821 or 892-8882(Home)
woolard@camel.campbell.edu

February 23, 2003

Dear Supervising Teacher,

I want to thank you for agreeing to participate in the Physical Education Field Work Experience. I know this adds an additional burden to an already heavy workload. Nevertheless, please be assured that the students visiting your school and I appreciate your efforts.

Enclosed you will find handouts given to the college students detailing what is expected of them. Please be assured that you have full control of their work experience. You will have the opportunity to evaluate the student under your direction later in the semester. Please complete the evaluation form at the conclusion of the student's fieldwork experience.

I regret that I may be unable to "drop by" to see how the student is progressing, but I have classes during the times school is in session. Nevertheless, please be assured that I care very much how the college students are performing. I insist they carry themselves with the utmost professionalism and in accordance with the purposes of your school. These students must perform to your satisfaction to receive credit for this required class. Please feel free to call me if you have the slightest problem or question concerning the fieldwork experience or should a student fail to meet your highest expectations. Furthermore, I will be happy to visit with you if we can work out a time that does not conflict with your teaching duties.

In closing, I would like to thank you again for your cooperation in this fieldwork experience. I am sure that together we can make it an invaluable experience for the college students and your physical education students as well.

Sincerely,

Dr. Donna Woolard
Associate Professor

Physical Education Fieldwork Guidelines

1. The purpose of the fieldwork experience is to provide prospective elementary and physical education teachers with practical experiences that will prepare them for teaching physical education.
2. This course requires students to observe and/or teach physical education at the appropriate level (elementary K-6 or secondary 7-12) for a minimum of 20 hours in physical education for physical education majors and a minimum of 10 hours for elementary school majors. Students must satisfactorily complete the fieldwork experience to receive credit for the course.
3. Physical education students should seek to be actively involved with a minimum of 18 hours of instruction out of the required 20 hours. Elementary majors should actively involve themselves with a minimum of 9 hours of instruction out of the required 20 hours. Within the limits of the minimum requirements, the supervising teacher will decide the extent to which the student is involved in teaching experiences.
4. Students must satisfactorily complete the fieldwork experience to receive credit for the course. The fieldwork experience will be 10 percent of the student's final grade in the course.
5. During the field experiences, students are required to:
 - a. Assist the supervisor in teaching lessons.
 - b. Provide individual instruction.
 - c. Plan and prepare lessons as appropriate.
 - d. Keep a journal of all observation, instructional, and non-instructional activities. Individual journal entries should be written at the conclusion of each field experience. The journals may be hand written, but should be neat and legible.
6. The student is to ask for the teacher's signature or initials on the Fieldwork Log at the conclusion of each fieldwork experience. The student should have a pencil or pen handy when asking for the signature.
7. Lesson plans for teaching experiences must receive the approval of the supervising teacher at least one class session before implementation. The supervisor should sign the lesson plan once it meets his or her approval. The lesson plan should be included in the field experience journal. Currently, there are no other requirements for the lesson plans other than they are to be approved before use and that they are to be prepared in neatly and professionally.

8. The supervising teacher will evaluate the student on his/her performance. The evaluation form is based upon the following criteria: appearance, safety, planning and organization, involvement with students, and reliability and promptness. The supervising teacher will evaluate the student in a letter grade format that Dr. Woolard will convert into a numerical grade using the following formula.

Letter Grade	Numerical Grade	Letter Grade	Numerical Grade
A+	98	C+	83
A	95	C	80
A-	93	C-	77
B+	90	Less than a C- is unsatisfactory	
B	87		
B-	84		

9. Inappropriate behaviors that will not be tolerated include, but are not limited to the following.
- Failure to attend as scheduled.
 - Tardiness and early departure.
 - In cases of unavoidable absence, failure to notify the school/agency within adequate time for the supervisor to make alternate plans.
 - Failure to provide the supervisor and the course instructor with verifiable proof of reason for absence.
10. The supervisor is asked to call Dr. Donna Woolard at (910) 893-1366 (office) or (910) 892-4821 or 892-8882 (home) should any student exhibit behaviors that are inappropriate to the fieldwork experience. The result of such behavior may be an unsatisfactory evaluation or even removal from the field.
11. The course instructor will not elevate the grade assigned by the supervisor. However, the instructor reserves the right to reduce the grade assigned by the supervising teacher in cases outlined in any of the guidelines above.
12. Report to the principal's office on your initial visit. Tell the secretary who you are and why you are there. You will be directed to your supervising teacher. Introduce yourself in a professional manner. Because you may not be familiar with the school, allow time for checking into the principal's office and locating your supervisor. After your initial visit, follow the school's policy for checking in.
13. Please park your car in the area designated for visitors. Use good judgment when driving around the school zone/agency area.
14. Coordinate the university calendar with the school's calendar. It is your responsibility to make sure you have the required number of hours in observation and teaching experiences.

15. Remember you will be evaluated on appearance. Remember to dress appropriately for the work that you will be doing. However, physically active work does not exclude one from taking pride in neatness. Your course instructor has a definite opinion about what consists of appropriate dress in the physical education environment. You should ask your supervising teacher about proper attire for the fieldwork experience. Follow the standard of the supervising teacher when the opinions of the supervisor and the instructor conflict. Remember, you are there under his or her direct supervision and will be evaluated by that teacher. However, under no circumstances should the student adopt a standard of behavior below that of the course instructor.

Physical Education Methods

Suggested Activities for Field Work Experiences

The student should observe the class for a period of time before undertaking instructional duties. When appropriate, the student will begin to participate in teaching under the supervision of the cooperating teacher. Some suggested activities and experiences follow.

1. Provide individual instruction.
2. Keep time, or measure skills and fitness tests.
3. Help students with skills.
4. Supervise a fitness or skill station.
5. Administer fitness or skill tests.
6. Plan and lead warm-up activities.
7. Serve as umpire or referee.
8. Demonstrate a skill or drill.
9. Conduct skill drills.
10. Supervise game play.
11. Help the teacher teach lessons.
12. Teach small groups.
13. Supervise the larger group while the teacher works with a small group.
14. Plan lessons.
15. Teach the day's lesson (with the teacher's direction and assistance).

⇒ **Campbell University** ⇒

Physical Education Fieldwork Grade

Please grade the Campbell University student who has been performing fieldwork under your guidance. Grade the student on the criteria listed below using the letter grade that you best feel indicates his or her performance. Please seal the evaluation in an envelope and ask the student to deliver the evaluation to me. Alternatively, if you prefer you may mail or fax the form.

Dr. Donna Woolard
Department of Exercise Science
Campbell University
P. O. Box 414
Buies Creek, NC 27506
910-893-1366 (Office)
800-334-8772 ext 1366 (Toll Free)
910-892-4821 or 892-8882 (Home)
775- 255-1438 (Fax)

Thank you for your participation in the fieldwork experience. You have been an invaluable asset in the preparation of these young professionals.

Student's Name: _____

Supervisor's Name: _____

Rate the student's performance in each area using the letter grade format below.

Letter Grade	Numerical Grade	Letter Grade	Numerical Grade
A+	98	C+	83
A	95	C	80
A-	93	C-	77
B+	90	Less than a C- is unsatisfactory	
B	87		
B-	84		

<u>Criteria</u>	<u>Letter Grade</u>
Appropriate Appearance	_____
Concern for Student Safety	_____
Planning/Organization/Lesson Plans Presented	_____
Level of Involvement With Students	_____
Promptness and Reliability	_____

FINAL GRADE _____

Supervisor's Signature: _____

Date: _____