

Field Experience Course Information

Courses that include field experience (e.g., practicum, internship) or service learning components have unique requirements. The program coordinator and/or course liaison will provide specific information.

Note that the syllabus should include all specific information regarding SITE/FIELD requirements as well as course requirements.

All field experience courses require paperwork such as: site contract, site/supervisor information, log forms, evaluations and it is important that these are retained and submitted to the appropriate department/program authority

It is the responsibility of the program (rather than the part-time instructor) to assist students in finding and approving field experience sites (these should be done prior to the beginning of the semester. For courses requiring Service Learning, the Office of Service Learning will serve as the contact for placement and information.

As is the case with any course, should you have any concerns about student performance at a site or hear of issues from the student or site supervisor about the field experience, please let the program coordinator and course liaison know of the situation immediately.

Often (but not always) completion of required hours and the submission of appropriate document is required for successful completion of the course (programs have specific policies/guidelines for the impact of field experience hours and paperwork submission on final grade/incompletes).

The partnership with our fieldwork sites is very important to us. We ask that part-time faculty assist us in maintaining our relationships through site supervisor contacts. These contacts will occur by phone, email, and, at times, personal visits. If site visits are required, we will make that clear prior to the completion of the teaching contract.

For Counseling Program part-time faculty, please note that counseling program field experiences require the utilization of the ETSU Community Counseling Clinic. As such, part-time faculty will receive training on clinic procedures and the use of the clinic technology system and are expected to follow such procedures.

If you have any questions, concerns, or recommendations regarding our field experience courses, please let us know!