

KEAN UNIVERSITY

INTRODUCTORY FIELD EXPERIENCE

[Sophomore Field Experience]

WORKLOAD

TIME	SUPERVISORY JOB/TASK
There was no training made available for Introductory Field Experience that we are aware of or directed to attend	"New" Teaching Supervisors Orientation
There was no training made available for Introductory Field Experience that we were aware of or directed to attend	Pre-Semester Orientation to Field Experience for Pre-Professional Field Experience Supervisors
There was no Forum for Introductory Field Experience that we were aware of or directed to attend	Supervisors Forum (October ?) (held at Kean & OCC)
There was no Forum for Introductory Field Experience that we were aware of or directed to attend	Supervisors Forum (Dec. ?) (Held at Kean & OCC)
1.5 hours	Compose and send initial solicitation letters to secure tour site and student placement. [10 districts]
2.5 hours	E-mail communication back and forth to schedule, confirm and clarify participation in program.
1.5 hours	Phone conversations back and forth to schedule, confirm and clarify district participation in program.
5 hours	1 st Class Orientation 9:30 AM to 3:20 PM scheduled time. [less 45 min. lunch]
1.5 hours	Research driving directions, parking arrangements and car pooling for all school tours. Compose & Email flyers.
43 hours	Individual school tours, Program observations and on-site instruction / Q&A. 9:30 AM to 3:20 PM scheduled time. Actual tours started various earlier times.
45 hours Min.	6 days of individual school visits to supervise placed students. Various schools on various days, multiple schools a day. 9:30 AM to 3:20 PM scheduled time. Visits began earlier as per start of individual school day. Travel time between schools included.
.5 hours	Review all required paperwork [mantoux test, blue card, etc.] and follow-up on all missing documents.
3 hours	Proof read, comment, return and final review of all Resumes
2 hours	Proof read, comment, return and final review of all student Vocational School reports.
3 hours	Proof read, comment, return and final review of all school Program Overviews. [5 programs/12 students]

TIME	SUPERVISORY JOB/TASK
6 hours	Proof read, comment, return and final review of all student Contextual Factors.
3 hours	Proof read, comment, return and final review of all student Educational Philosophies.
.5 hours	Review all Host Teacher student evaluations.
1 hour	Office hours on Campus for program advising.
2 hours	Follow-up class at Kean to review all requirements
2 hours	Weekly Email Correspondence for Guidance & Support with Student (10-15 minutes per week)
1 hour	Completion of Teacher Work Sample Portfolio Assessment
5 hours	Final Class wrap-up 9:30 AM to 3:20 PM scheduled time. [less 45 min. lunch]
3 hours	Completion of all Introductory Field Experience Assessments
1 hour	Final Grade computation and posting.