

Field Experience Guidelines

Field Experiences are a necessary part of the teaching curriculum required by Morehead State University and the Kentucky Department of Education. It is important that MSU students contribute to a positive learning environment in the schools by:

- Be responsible to attend all scheduled field hours.
Note: Rowan Co. Middle School and Rowan County Senior High School operate on a bell schedule. **MSU students will not be permitted to enter a classroom after the bell rings to start a class period.**
- Obey the Rowan County dress code at all times. Improper student dress or student behavior may cause scheduled field experience for a student to be terminated.
- **Maintain student confidentiality** – students’ names and personalities should not be discussed. MSU students **must have** a signed Confidentiality Agreement on file in the Field Experience Office.
- MSU students should wear their MSU ID card so it can be visibly seen at all times.
- **Turn off cell phones during all field experience activities.**
- Remember: MSU students are guest in the school and YOU represent yourself as well as MSU.
- **Important Note** – MSU students should **never** park in the “Visitors” or “Reserved” parking spaces near the front of school entrances.
Rowan Co. Senior High School - The McBrayer Elem. parking lot closest to the high school may be the best parking option for students going to the high school.
Rowan Co. Middle School: park in the parking lot to the right as you enter.

Scheduling Field Experience Hours through Folio 180

Field Experience Registration Schedule for field hours in the Rowan Co. Schools

Jan. 25, 26, 27 – reserved for Special Education and IECE students

Jan. 28 – Feb. 12 – all education students

Folio 180 will remain open until April 29, 2016 for rescheduling.

1. **Log into your Folio 180 account and follow directions to schedule the required field hours for each course with field hours attached.**
2. **Select the Rowan Co. teacher approved by your university instructor and reserve the dates and times for your field visits. Most visits range from 1 – 2 hours. Do not schedule less than 1 hr. or more than 2 hours for any field visit.**
3. **Students cannot exceed the amount of hours required for in each course. Extra field hours will not count in Folio 180 or KFETS.**

Field Experience Office contact information:

Beverly Winkleman, Coordinator – b.winkleman@moreheadstate.edu (606-783-2892)

4. **Absence:** Students are responsible for scheduling a make-up date for missed field hours. Please be responsible and respectful to the classroom teacher and only reschedule for the following reasons:
 - Severe Illness
 - Death in the family
 - Accident
 - Appropriate as determined by your university instructor

5. To reschedule a missed field experience **you must delete the missed date** from Folio 180 and **add the new date** for your observation.

Students are NEVER allowed to call a Rowan County school to schedule a field experience. All field hours are to be scheduled through their Folio 180 account. Failure to follow this procedure could terminate all field hours for that particular course.

Observations in Schools Outside Rowan County

- Students may schedule their own observations in schools **OUTSIDE** the Rowan County School District, but students **must receive permission from their MSU Instructor**.

- The completed **Field Experience Verification Form** will serve as documentation for the instructor.

- Obtain the **Field Experience Verification Form** from the Instructor or the Teacher Education Services office (801 Ginger Hall).

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MSU Students receiving field experiences in Rowan County Schools need to follow the dress code given below.

Rowan County Schools Faculty/Staff Dress Code Policy

- Faculty and Staff will dress and act professionally and be an example for the students you are teaching and/or servicing. People should be able to tell you from your students by your appearance and behavior.
- Any attire that brings undue attention to the wearer is considered inappropriate. This includes but not limited to (mesh shirts, see-through clothing, spaghetti straps, tube tops, halter tops, tank tops, over-sized sleeveless shirts, mid-drift tops, undergarments or cleavage showing).
- Any clothing or accessories with language, statements, pictures, or graphics which are obscene, inappropriate, racially or ethnically offensive, or pertain to drugs, alcohol, tobacco, or sex are not permitted.
- Sandals are permitted. Flip flops are not.
- Athletic suits can be worn ONLY on Friday. Physical Education Teachers may wear athletic suits throughout the week. Pants made of sweat shirt material are not permitted. Shirts/sweatshirts with logos are permitted throughout the week.
- Jeans of any color can be worn only on Fridays.
- Waistband of clothing must be worn above the hips.
- Knee length walking shorts or Capri pants are permitted.
- Tight fitting clothing is not permitted and appropriate undergarments must be worn.
- Scrubs are permitted for nursing staff, custodians and cooks only.
- **If in doubt about attire, do not wear it.**
- **Principals will be allowed to make exceptions for special events.**
- **Any person who violates this dress code policy will be sent home for the day.**

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Rowan County Schools Directory

1. Rowan County Pre-School and Early Education Center
455 West Sun Street
Morehead, KY 40351
2. Clearfield Elementary
460 McBrayer Road
Clearfield, KY 40313
3. McBrayer Elementary
550 Viking Dr.
Morehead, KY 40351
4. Rodburn Elementary
91 Christy Creek Road
Morehead, KY 40351
5. Tilden Hogge Elementary
5955 Cranston Road
Morehead, KY 40351
6. Bluegrass Discovery Academy (BDA)
415 West Sun Street
Morehead, KY 40351
7. Rowan County Middle School
555 Viking Drive
Morehead, KY 40351
8. Rowan County Senior High School
499 Viking Dr.
Morehead, KY 40351