
Required Pre-Major Field Experience for Secondary Education Candidates

Rationale

Future teachers must be familiar with the characteristics of learners from different backgrounds. Therefore, students applying to enter Penn State Harrisburg's Secondary Education Certification Programs are expected to have previously completed experience working with secondary-age learners. Having prior work experience with secondary-age learners promotes an understanding of teaching and learning processes, contributes to sound decision-making about academic and career goals, and helps prepare educators for their work with diverse learners. Documentation of these activities may also contribute to a professional portfolio.

Requirement

Criteria for admission to all teaching option areas in the Secondary Education Programs include documentation of **20 hours** of prior work/observation experience (paid or volunteer) in educational settings, which could include public or private school classrooms, volunteer tutoring, summer camps, and other community youth programs.

Your work must be with adolescents/teenagers of secondary grade age (grades 7-12). At least some of the young people with whom you work must be from a different background (e.g., race/ethnicity, home language, culture, socio-economic status) than you.

Acquiring these hours is the individual responsibility of the student to be completed prior to formally entering the major. These prior experiences do not necessarily need to be under the direction of the Teacher Education Division at Penn State Harrisburg.

*All required clearances (FBI fingerprinting, State Police Criminal Check, Child Abuse, and Tuberculosis screening) must be completed and copies submitted to the school district or entity in which your experience will take place. You must follow the district's/entity's protocol for submission of clearances.

Implementation

These educational experiences may have occurred before or after a student matriculates at Penn State, but they must be recent (since graduation from high school but within the last two years) and are to be completed prior to applying to enter the certification program. Any experiences with youths engaged in meaningful learning activities are appropriate for this requirement, but routine child care ("baby-sitting") cannot be accepted. All experiences are to be documented and submitted to the Teacher Education Office prior to formal application to any Secondary Education Certification Program.

Secondary Education Field Experience Documentation Form (Reverse Side)

The form on the reverse side should be used to document your prior educational work experiences. You must ensure that the completed form, with site supervisor's verification, is returned to the Teacher Education Office so that your academic record will reflect those hours accepted prior to entry into the major. (Students should keep a copy of the completed form). Multiple forms may be used if needed for multiple separate work experiences.

You, as the prospective teacher, complete sections 1-10 of the form. Then ask the person who supervised the education work experience to verify the information and provide his or her signature and contact information. Hand-deliver the completed form to Ms. Rebecca Ort, administrative assistant, in Teacher Education Office in W331 Olmsted. Note that it is your responsibility, not the supervisor's, to ensure that this form reaches the Teacher Education Office.

Questions?

Please contact Rebecca Ort in the Teacher Education Division at (717) 948-6213, or rka12@psu.edu.

Secondary Education Pre-Major Field Experience Documentation Form

To be completed by prospective teacher candidate entering a Secondary Certification Program:

1. _____
(Penn State student's name)
2. _____
(PSU ID #)
3. _____
(PSU email address)
4. _____
(intended SecEd certification area)
5. Dates of field experience: _____ to _____
6. Site of field experience: _____
7. Total hours of field experience: _____
8. Describe below the specific duties/activities performed (including the academic content area, if applicable), in this experience:
9. Indicate the age range of the learners with whom you worked:
_____ Middle/Junior High School (grades 6-8)
_____ High School (grades 9-12)
10. Were some of the learners with whom you worked in this experience different (race/ethnicity, culture, language, socioeconomic status, etc.) than you?
_____ Yes
_____ No

Briefly describe these differences:

Release Authorization

I hereby authorize the supervisor identified below to verify and comment on the information above, and I release the supervisor from any potential liability or responsibility arising from supplying this information.

(student signature)

(date)

To be completed by the site supervisor:

I certify that _____ completed all duties/activities as described above.
(student name)

- A. _____ B. _____
(supervisor name) (email address)
- C. _____ D. _____ E. _____
(phone number) (date) (title/position)
- F. _____ G. _____
(school/organization) (supervisor signature)

Supervisor Comments: