

Student Teacher Field Experience Instructions

You will use OneDrive to share documents with your cooperating teacher and supervisor during your field experience. Follow the steps below to access the shared space and complete your assignments.

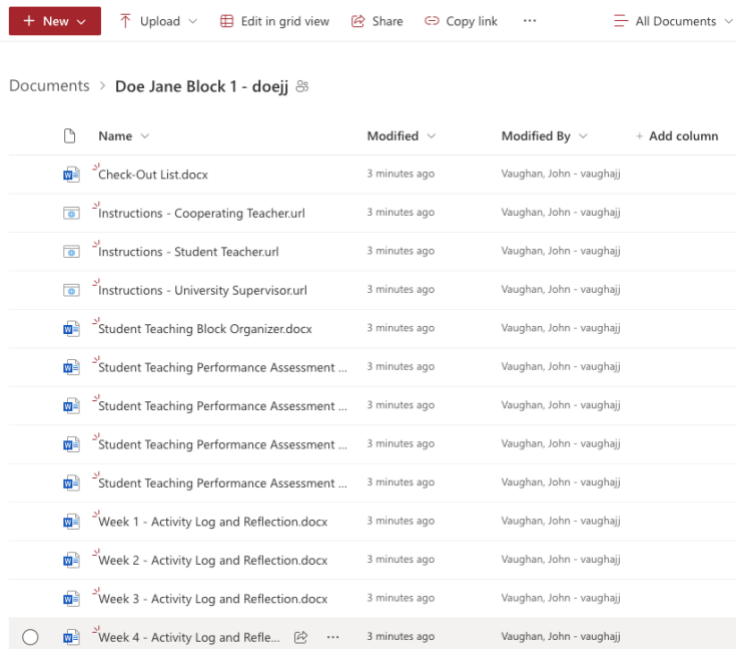
Accessing Your Student Teaching Shared Folder

1. **The Shared Folder is opened approximately 1-2 weeks before the beginning of the student teaching block.** To access your shared folder open a web browser and go to <https://coe.jmu.edu/shared-folder>. Your university supervisor can also use this link to access your folder. Your cooperating teacher must use a different link that will be emailed to them by an Education Support Center team member. If your cooperating teacher does not receive a link they should contact esc-helpdesk@jmu.edu.
2. Find your student teaching folder. It should be titled with your [last name] [first name] ST [year] [student teaching block] – [your eID].

Block names refer to when you are student teaching.

If you are student teaching during	Your block is
August – October	Block 1
October – December	Block 2
January – March	Block 3
March – May	Block 4
One extended placement (10, 12, or 16 weeks)	Extended
Mid-semester for PHETE grads only	Midblock

If you click on the Block folder your screen should look like the example below.



Using Your Shared Folder

3. Click into your student teaching folder and then click on the file named **Student Teaching Block Organizer** to read it. The file will open in a new browser tab. You should fill out the Block Organizer during the first meeting with your cooperating teacher.
4. Your cooperating teacher and university supervisor may add comments to the Block Organizer or any other Word or Excel document in your shared folder. **Comments** (a) should appear automatically when you open the document. If the comment is linked to a specific part of the document that **text will be highlighted** (b) when you click on a comment. To reply to the comment **write in the box below it** (c) and click on the **blue paper airplane button** (d) to send it.

Student Teaching Block Organizer

The student teacher, cooperating teacher and university supervisor should discuss the following issues and complete this form at the beginning of each student teaching block.

SPECIAL SCHEDULING CONCERNS (block scheduling, departmental planning, itinerant classes, parent conferences, grading periods, field trips, teacher in-service / work days, etc.)	I will be working with students K-5. The students in Kindergarten stay in their homeroom all day long, and the students in grade 1-5 switch for core subjects. All of the students follow a nine-week grading schedule, and receive report cards at the end of those grading periods. There will be an in-service day Friday, March 14th, and the students and staff will have Good Friday off-April 18th. Rockingham County no longer will be having their spring break.
IMPORTANT SCHOOL / STUDENT TESTING DATES (Standards of Learning, standardized tests, teacher exams, etc.)	
Specific CURRICULUM TOPICS / UNITS to be	

Labels in the image:
a: Points to the comment box.
b: Points to the highlighted text in the table.
c: Points to the reply box.
d: Points to the blue paper airplane button.

5. Add lesson plan and observation form documents using the upload button or dragging them into your shared folder. If you are taking videos or have additional documents to share, those may be added here as well.
6. You will complete an Activity Log and a Reflection at the end of each week. Click on the file named **Week [number] - Activity Log and Reflection** to open it. Your cooperating teacher will provide weekly feedback at the bottom of the page under **Weekly Cooperating Teacher Feedback**.
7. You will be assessed twice during your placement. Once at the midpoint and again at the end of the placement. Your cooperating teacher and university supervisor will complete the evaluation in QuestionPro using the link in their instructions. Once completed a copy will be emailed to the group. If you can not find the email please search for emails from noreply@mail.questionpro.com and check your spam folder. Copy and paste the contents of the email into the appropriate "Student Teaching Performance Assessment" document in the shared folder. There is one document for the cooperating teacher and another for the university supervisor.

You can view the questions on the assessment by going to <https://coe.jmu.edu/st-performance-assessment-pdf>

If neither you, the cooperating teacher, or the university supervisor receive the email please contact esc-helpdesk@jmu.edu and we can send a link to resubmit the assessment or provide a pdf export. We can also provide a link to edit the assessment if a correction needs to be made.

8. At the end of the placement **provide feedback on your university supervisor** by going to <https://coe.jmu.edu/st-feedback-us>. Your responses are confidential and will not be shared with the cooperating teacher or university supervisor.
9. At the end of the placement **provide feedback on the placement** by going to <https://coe.jmu.edu/st-feedback-placement>. Your responses are confidential and will not be shared with the cooperating teacher or university supervisor.
10. At the end of the placement **complete the Self-Evaluation Performance Assessment** by going to <https://coe.jmu.edu/self-eval>. Your responses are confidential and will not be shared with the cooperating teacher or university supervisor.
11. Complete the **Check-Out List** by going to <https://coe.jmu.edu/st-checkout-list>. The form will ask for your email and email addresses for the cooperating teacher and university supervisor. The website will send a copy of your submission to these addresses. Copy and paste the contents of the email into the “Check-Out List” document in the shared folder.

Troubleshooting

12. If your Cooperating Teacher or University Supervisor has trouble logging in you can add them by clicking on the share icon next to your folder.



13. Enter the email address of your cooperating teacher or university supervisor and click on the Send button to send them the link or click on the Copy Link button to copy and paste the link into an email.
14. If your cooperating teacher is unable to find the verification code or the verification code consistently arrives late you may request they use an alternate email address and share your folder with that email using step 12. Please verify that your cooperating teacher has looked in the spam folder and searched for emails from security-noreply@accountprotection.microsoft.com before using an alternate email.

Questions and Support

JMU Password Reset and Computer Issues	JMU Helpdesk 540-568-3555
Tech Support for Shared Folder	esc-helpdesk@jmu.edu
Placement Concerns	field-experience@jmu.edu