

## Reporting Issues or Concerns During Field Experience

Our priority is making sure candidates feel like each field experience is a safe and effective learning environment. **If you have any concern about a placement, share your concern! We want to support you! No concern is too small.**

### How is an issue reported?

There are two ways to report an issue:

1. Students can **report an issue** they have experienced in the field by confiding in a faculty member, an advisor, a university supervisor, or the Director of the Education Support Center.
2. Students can also **share the concern anonymously** using the following survey maintained by the COE Diversity Council: <https://jmucoefieldplacementsurvey.questionpro.com>

### What happens next?

#### 1. Identifying the Issue(s):

If a faculty member, staff member, or the COE Diversity Council is alerted to a concern with a teacher candidate in the field, they need to immediately notify their academic unit head.

If the student is comfortable, then can attend a meeting and share their experiences with the department head, faculty/staff member, and/or the Director of Teacher Education.

#### 2. Documenting the Issue(s):

A written report of the incident will be submitted detailing the issue(s) using the incident form housed within the [Education Support Center](#).

#### 3. Evaluating Options/Next Steps:

Depending on the nature of the issue(s), the following actions may be taken:

- Conversation/intervention with the university supervisor, student, and/or cooperating teacher;
- Changing a student's placement;
- Scheduling an appointment to meet with the school administrator to report any serious issue(s).

For further information, please find the process for reporting issues or concerns during field experience in the *Professional Education Handbook* found under Information Links on the [ESC website](#) and the [Student Teaching Performance Guide](#).