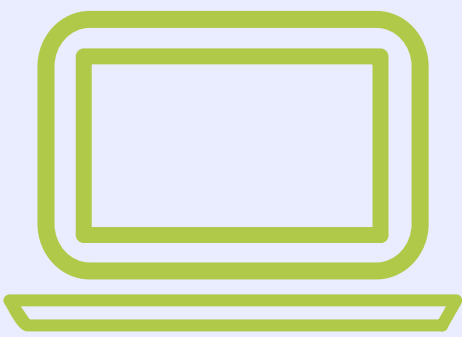


Reporting Issues/Concerns During Field Experience

A safe place and an effective learning environment takes precedence in all field experiences. The following process is used when a student has indicated a concern in a placement during field experiences.

Reporting Initial Issues:



If a student has a concern regarding an issue experienced in the field, they may confide in a faculty member, advisor, university supervisor, etc. The student can also share their concern anonymously using the following survey maintained by the COE Diversity Council:

<https://jmucoefieldplacementsurvey.questionpro.com>

Identify Issues:



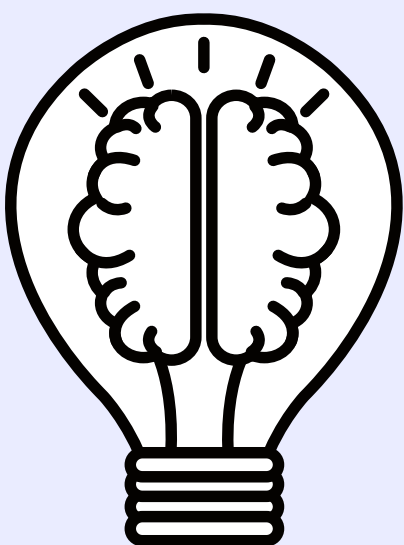
If a faculty member, staff member, or the COE Diversity Council is alerted to an issue related to a concern from a teacher candidate in the field – they need to immediately notify their department head. If the student is comfortable, they can attend a meeting to share their experiences with the department head, faculty/staff member, and/or the Director of Teacher Education.

Document the Issue:



A written report of the incident will be submitted detailing the issue(s), using the incident form housed within the Education Support Center, Memorial Hall 7230/40.

Evaluate Options



Depending on the nature of the issue(s), the following actions may be taken: intervention with a supervisor, student, and/or cooperating teacher changing the student's placement, and an appointment to meet with the school administrator to report any serious issue(s).