

## Steps for Successfully Securing Field Experiences

Tarleton State University is fortunate to be surrounded by many exceptional school districts that welcome our pre-service student teachers. Within your field experiences, you will find abundant opportunities to utilize what you learned in your university classes with students and teachers in the public schools.

Several districts have established procedures for securing pre-service student teacher placements and we will share those with you (see below). If the district that you would like to do your field experience is not listed, please consider the following recommended steps for securing your field experience placement.

- go to the Central Administration Office, introduce yourself and request permission to do field experience in the district;
- have your request for placement, days of the week and times that you are available to do field experiences, and the Criminal History Background Check completed before you arrive at the Central Office;
- provide a letter from your instructor explaining the desired field experience outcomes;
- and be dressed professionally.

The Central Office will then take all of your paperwork and notify you of your placement at a later date, or send you directly to a campus principal for further conversation. All districts have different procedures (see below); however, you will always be following protocol by beginning your request for placement at the Central Office of a particular school district.

### Area Districts:

#### **Bluff Dale ISD:**

Call or email Superintendent Ben Chaplin at 254-728-3277 / [ben@bdisd.net](mailto:ben@bdisd.net) . Due to the small size of this district, placements will be limited.

#### **Cleburne ISD:**

Must attend “**Field Experience Orientation for Cleburne ISD**” to do field experiences in Cleburne. **Tuesday, January 24, 4:00 at Cleburne ISD Central Office** on 505 N. Ridgeway Drive, Cleburne, 817-202-1100. Your hosts will be Sherri Bell and Charleta Burse, CISD School Liaisons for Tarleton State University. The orientation is approximately 30 minutes in length, have criminal history documents filled out and placement request form indicating the day/s of week and times you are available ready when you arrive.

#### **Dublin ISD:**

**Must pre-register** to attend an orientation at Dublin ISD. DISD will accept only 25 pre-service teachers, registration begins **Friday afternoon, January 20**. If you receive one of the 25 slots, you may attend the orientation meeting on January 23 at 4:00 in the Dublin HS library. The following link is for pre-registering at Dublin:

<https://docs.google.com/spreadsheet/viewform?formkey=dGhQMld3NER0dGdlWkNMUHFInzMyMVE6MQ>

The orientation is approximately 30 minutes in length, have criminal history documents filled out and placement request form indicating the days of the week and times you are available ready when you arrive. Your host is Mindy Sides, DISD School Liaison for Tarleton State University.

#### **Glen Rose ISD:**

The **Field Experiences Orientation for Glen Rose ISD** will be on **Thursday, January 26 at 4:00** in the library at Glen Rose HS at 900 Stadium Drive in Glen Rose, TX, 254-898-3000. Your host is Courtney Andrews, School Liaison for Tarleton State University in Glen Rose ISD. The orientation will be approximately 45 minutes in length, have criminal history background check/DPS form and placement request form indicating the days of the week and times you are available ready for Courtney when you arrive.

**Granbury ISD:**

Must attend “**Field Experience Orientation for Granbury ISD**” to do field experiences in Granbury. **Wednesday, January 25 at 4:15** at Crossland 9<sup>th</sup> grade Center at 217 North Jones 817-408-4700, your host is John Dafoe, Asst. Principal, Carol Howard, Asst. Supt. and Sandra Bruner, Asst. to Asst. Supt.. The orientation is approximately 45 minutes in length, have criminal history documents filled out and placement request form indicating the day/s of week and times you are available ready when you arrive.

**Hamilton ISD:**

21<sup>st</sup> Century After School Enrichment Grant: Monday – Thursday, 3:00-5:15pm working with EC-6 or MS students. Sign up for field experiences and the bus to Hamilton ISD, beginning Tuesday, January 17 in the Office of Field Experiences (limited space/seats). You must attend an orientation with **Hamilton ISD in Math 125 on Monday, January 23 at 12:00 Noon** with Mrs. Choe Lan Craft to qualify for the field experiences at Hamilton ISD. Bus leaves for Hamilton on assigned day at 3:00 pm from the Tarleton football stadium west parking lot and returns from Hamilton at 6:00 pm to the Tarleton football stadium west parking lot.

**Hico ISD:**

Must attend “**Field Experience Orientation for Hico ISD**” to do field experiences in Hico. **Monday, January 23 at 3:15 pm at Hico High School**, 905 Cedar Street in Hico, 254-796-2184. Your host is Michelle Roberson, Hico ISD’s School Liaison for Tarleton State University, Mrs. Stegall, HS Principal, Mr. Brister, JHS Principal, Mrs. McGavok, Elementary School Principal. The orientation is approximately 30 minutes in length, have criminal history documents filled out and placement request form indicating the day/s of week and times you are available ready when you arrive.

**Huckabay ISD**

Must attend “**Field Experience Orientation for Huckabay ISD**” to do field experiences in Huckabay on **Wednesday, January 25 at 4:15**, your host will be Principal Tylor Chaplin. Please be prepared to share information about your request (grade and subject) and dates and time availability. Bring Tarleton’s Request for Field Experiences Placement filled in to give to Principal.

**Lipan ISD:**

Must attend “**Field Experience Orientation for Lipan ISD**” to do field experiences in Lipan ISD, **Tuesday, January 24, 4:00 pm at the Lipan HS. Lipan ISD has a new 21<sup>st</sup> Century enrichment grant, lots of before and after school opportunities.** Your host is high school principal, Mike Permenter, ask at HS front desk for room location. Have criminal history documents filled out and placement request form indicating the day/s of week and times you are available ready when you arrive.

**Lorena ISD:**

Please take placement request with days and times that you are available and permission form to the principal of the campus you would like to request a placement. You will be asked to complete the “Lorena Criminal History Background Check Form”, so please have all relevant information available at your 1<sup>st</sup> placement request meeting.

**Mineral Well ISD:**

Must attend “**Field Experience Orientation for Mineral Well ISD**” to do field experiences in Mineral Wells. **Tuesday, January 24 at 4:00 pm at District School Complex (DSC)** at 906 SW 5<sup>th</sup> Avenue, Mineral Wells, 940-325-6404. Your hosts will be Linda Porter-Bradford, Assistant Superintendent/HR and Mark Beatty, School Liaison for Tarleton State University in Mineral Wells ISD. The orientation is approximately 30 minutes in length, have criminal history documents filled out and placement request form indicating the day/s of week and times you are available ready when you arrive.

**Morgan Mill ISD:**

**“Field Experience Orientation for Morgan Mill ISD”** – please attend the orientation on **Wednesday, January 25 at 4:00 pm** at Morgan Mill School, Your host will be Mrs. Shirley Couch, Principal. Have criminal history documents filled out and placement request form indicating the day/s of week and times you are available ready when you arrive. The orientation will last approximately 30 minutes.

**Tolar ISD:**

Must attend **“Field Experience Orientation for Tolar ISD”** to do field experiences in Tolar. **Wednesday, January 25<sup>th</sup> at 4:00 pm at Tolar Elementary School** – follow signs to the Lounge Area, your host is Margie Rhodes, Clinical Adjunct Faculty member from Tolar ISD. The orientation is approximately 30 minutes in length, have criminal history documents filled out and placement request form indicating the day/s of week and times you are available ready when you arrive.

**Weatherford ISD:**

Must attend **“Field Experience Orientation for Weatherford ISD”** to do field experiences in Weatherford. **Thursday, January 26<sup>th</sup> at 4:00 pm at Sequin Elementary School** – Cafeteria, your host is Casie Walker, Tarleton State University’s School Liaison from Weatherford ISD. Sequin is located at 499 E. Eighth St, 817-598-2814.

The orientation is approximately 30 minutes in length, have criminal history documents filled out, **a copy of your driver’s license** and placement request form indicating the day/s of week and times you are available ready when you arrive.

**\*\*\*\*\*There are many school districts not listed on this document that would love to host Tarleton State University students for field experiences, you may contact them for placement using “steps for securing field experiences”. (Stephenville ISD does not accept pre-service field experience placements)\*\*\*\*\***

Additional districts will be added as information becomes available. The list is located at [www.tarleton.edu/eps/field](http://www.tarleton.edu/eps/field) , Field Experiences Forms, Steps for Successfully Securing Field Experiences.

***Private Programs:***

**Brandon’s Hope:**

**After-School Program:** Must attend **“Field Experience Orientation for Brandon’s Hope – First United Methodist Church/partnered with Baccus Elementary School”** to do field experiences. **Thursday, January 26 at 4:00 and Thursday, February 2<sup>nd</sup> at 4:00** at Granbury First United Methodist Church, 301 Loop 567, Granbury 817-573-5573. Your host will be Karen Cooper. The program is on Tuesdays and Thursdays 3:00 -5:00 pm for teachers or tutors, you can one day or two days. This field experience is a best fit with PDI. The orientation will be approximately 30 minutes in length, have your criminal history documents filled out along with your placement request form indicating Tuesday or Thursdays and the time you are available when you arrive.

**Cowboy Church**

**In S’ville:**

Tutoring program on Wednesday afternoons 3:30 – 5:30 pm. Contact Dr. Paige Worrell at 254-968-0702 , if you are interested.