

Field Experience Guidelines for Attendance
Junior II Mentor Program
Fall, 2007

Absences

- This field experience is a professional commitment; students should make a dedicated effort to be on campus the assigned day.
- Students are expected to be at their designated classrooms 15 minutes before school starts and to remain on that campus until released by the teacher (3 hours required).
- Students are strongly encouraged to be at their designated campus by the time teachers are expected to be there.
- To report an absence, the student will follow these guidelines:
 1. Contact the school and leave a message for the mentor to insure that the mentor is aware of the absence and can plan accordingly. .
 2. This email should explain the reason for the absence.
 3. As early as possible on the morning of the absence, send an email to the mentor with a copy to the TAMU instructor and to Ms. Betty Davis, Field Experience Facilitator (bjdavis@tamu.edu), explaining the absence. Documentation for the absence must be presented to Ms. Davis within one week of the absence.
- If a student is absent from field experience and fails to contact the school and/or send an email as described above, the final grade in the course will be lowered by 10% for the first and second incidence.
- If a student is absent from field experience a third time and fails to notify Ms. Davis as described above, the student will confer with Ms. Davis and a grade of F in the course may result.
- Time missed because of an absence must be made up at the mentor's convenience and within two weeks of the absence.
- If a student fails to make up a missed day within the two-week deadline, the final grade in the course will be lowered by 10% for each incidence; in addition, missed time must be made up by the end of classes.

Lynn M. Burlbaw 8/30/07 2:38 PM

Comment: this is the only guidance that is not written in form of student but written personally to the student.

Lynn M. Burlbaw 8/30/07 2:33 PM

Comment: edited here

Lynn M. Burlbaw 8/30/07 2:34 PM

Comment: as soon as possible is rather vague – what about “within one week of the absence”?

Lynn M. Burlbaw 8/30/07 2:39 PM

Comment: indicates that both must be done and failure to do either is eligible for a penalty

Tardies

- If a student anticipates being late for a field experience, the procedure for an absence should be followed prior to arrival at the school. If the tardiness occurs as a result of travel time, the student should immediately contact the mentor by telephone and email the TAMU instructor and the Field Experience Facilitator by 5:00 pm on the day of the field experience.
- On the second incidence of arriving late for field experience, the student's grade in the course will be lowered by 5%. A 5% deduction will be made for each additional incidence of arriving late to field experience.
- Excessive late arrivals (more than 3) will result in the student being placed on a growth plan.
- The penalty for leaving early will be the same as that for arriving late.

Lynn M. Burlbaw 8/30/07 2:41 PM

Comment: This one is awkward – is the intention of this to have the student notify the mentor teacher of the impending lateness?

Lynn M. Burlbaw 8/30/07 2:32 PM

Comment: was there going to be a percentage penalty here instead of a point penalty?

Appeals Process

- If the student feels that the absence or tardy is due to extenuating circumstances contact the Field Experience Facilitator within one week of the absence to request a conference. The student should bring supporting documentation. Both the student and the instructor will be notified of the Field Experience Facilitator's decision in writing.

Nothing in this policy supersedes university policy.