



**GRADUATE AND ADULT STUDIES
M. Ed. In ATHLETIC/ACTIVITIES
PROGRAM**

**FIELD EXPERIENCE HANDBOOK
FOR ATHLETIC/ACTIVITIES
ADMINISTRATION**

September 2006

William Woods University
MED Administrative Field Experience – Handbook Contents

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To: William Woods Field Experience Interns
(or M.Ed. in Athletic/Activities Administration Candidates)

From: James C. Head, William Woods University
Director, Administrative Field Experience
Jim Gagen, William Woods University
Regional Program Director
Dr. Jerry Burbes, William Woods University
Regional Program Director

On behalf of William Woods University, we are pleased to welcome you to the Field Experience portion of your graduate program. It is during this Field Experience opportunity that you will begin to apply the skills you have developed during your academic studies. William Woods is committed to the overall success of every student in our graduate level programs and should you need additional assistance please feel free to contact one of us or the Director of Graduate Education programs.

The following Field Experience handbook has been developed for your convenience. Please read it carefully and let it guide you through your internship activities. Lets get started!

Contact Information

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William Woods University MED Field Experience Overview

During your fourth course EDU 523 Supervision of the Athletic/Activities Program, you will be given the basic information you need to begin your administrative field experiences. It is at this point that you should contact the on-site supervisor that you have selected to help guide and supervise your experience. You and your on-site supervisor should look closely at the list of suggested field experience activities and begin to develop a plan for completing the activities you choose over the next 12 months.

From this point, and on through the end of your program, you should be working with your on-site supervisor to complete the activities and hours required. By allowing several months to complete the administrative field experiences, students will have an opportunity to experience time-sensitive activities, as well as the day-to-day operations of the school. It is imperative that you develop a good system for documenting, organizing and reporting on the activities you complete. Plan to meet regularly with your on-site supervisor.

It is the responsibility of each field experience candidate to read and understand the program requirements and to make sure that they are completing their experiences in the field targeting the appropriate grade levels. Should you have questions or need additional information, please contact one of the Regional Program Directors or the WWU Director of Administrative Field Experience for assistance.

Field Experience Questions and Answers

1. How many total clock hours do I have to spend on field experience activities? 110 hrs.
2. How do the ISLLC standards fit into the hours and activities I choose? You are required to do a minimum of (4) four different activities aligned with each of the six ISLLC Standards. Unless otherwise noted in the suggested activity list, you may only document a maximum of (4) four clock hours for each activity. In short you need to do at least (4) four different activities under each ISLLC standard, and unless otherwise noted, you may only document/count a maximum of (4) four hours per activity.
3. Four activities at a maximum of four hours each totals only 96 hours. Do I still need 110 clock hours? Yes. Choose additional activities related to any of the six ISLLC standards for a minimum total of 110 hours.
4. How do I know what kind of activities to do? In this handbook you have been provided a list of appropriate field experience activities to choose from. This list was compiled by building level administrators and University faculty.
5. Am I limited to just this list of activities? No. You may choose an activity that does not appear on the recommended list. However activities that do not appear on the recommended list must be approved in advance by your On-Site Supervisor.
6. When do I start this 110 hours field experience? NOW! Although you will turn your final Activity Log in during your EDU509 Capstone Course (Last Class) you may (and should) start documenting and working toward the completion of the field experience activities early in your program. The various courses you take throughout your program will be great springboards for future activities.
7. What is this “Activity Log” you keep talking about? This is the actual document you use to show what field experience activities have been completed under each of the six ISLLC standards. A sample of an appropriate Activity Log is provided in this handbook.
8. Who all am I dealing with for this Field Experience?
Two People:
 1. Your on-site supervisor – This person supervises and guides you through your various on-site activities. We recommend that you meet with your supervisor at least once every two weeks. Please keep a log of these meetings for review with the Director of Administrative Field Experiences.
 2. Regional Program Director – This person will visit with you during EDU 524 Current Issues in Athletic/Activities Administration. The purpose of this visit will be to provide support and to check on your progress towards the field experience requirement. Although your Activity Log does not have to be complete for this visit, you are required to provide Field Experiences activity documentation in its current form. During this conference you will discuss your Field Experiences, your

over-all Graduate program and any other issue you wish to discuss. This is a mid-point check on your progress through the program.

9. Who is my on-site supervisor? A building level administrator in the district you work in usually supervises field experiences. You must complete your field experience at the grades for the certification level you are seeking. Your on-site supervisor must always be certified at this same level.
10. If I am an out of state student, does my on-site supervisor have to have Missouri certification? If you want to apply for a Missouri certificate then the answer is yes. If you do not intend to apply for a Missouri certificate then you may use a supervisor from your state. However, they must have certification in the area in which you are seeking certification and they must have two years of experience at that level.
11. What if there is a major conflict between me and the person I would normally work with as my on-site supervisor? Contact the WWU Director of Administrative Field Experiences
12. If I change districts, can I complete my Field Experience under a new supervisor at the new school? Yes. Be sure to keep track of activities completed in both locations. This is also true if your site supervisor retires or changes positions. Notify the Director of Grad. Ed. if a new on-site supervisor is selected.
13. Are you saying that I start working on my Field Experience Activities and hours before I sign up for the EDU509 Capstone Course? Yes. You should start your Field Experiences now and complete them as you progress through the program. Most of them should be completed before the start of your last course. (EDU509 Capstone)
14. If I decide at a later date that I want another level of certification, do I have to start over with another complete program? No, call a WWU recruiter to determine your specific needs and requirements. The University offers its graduates abbreviated courses to add additional levels of certification so you can be an administrator at any grade, PK-12.
15. Where do I send all the forms in this Appendix?

<ol style="list-style-type: none"> 1. Acceptance Agreement 2. Application to Enroll 3. Student Agreement 	<p>Send at the beginning of your Field Experience work to: WWU, Graduate and Adult Studies, One University Ave., Fulton, MO 65251-1098 <i>or</i> Fax to Director, Grad. Edu. Programs 573-592-1164 *</p>
<ol style="list-style-type: none"> 4. Request for Payment for on-site Supervisor 5. Evaluation by site-supervisor 	<p>Give to Capstone Instructor at the end of the Field Experience</p>

* It is recommended that students to keep copies of all forms to present to capstone instructor.

MED

Field Experience

Activity Selection List

1. ISLLC Standards Activity List
2. Students may choose from the following activities list specific activities and tasks to be performed. An activity that does not appear on this list may be performed if approved in advance. Jim.Head@williamwoods.edu 573-819-0593 or your Capstone Instructor.

REMINDER:

1. A MINIMUM of 4 activities from each ISLLC standards
2. Unless otherwise noted a MAXIMUM of 4 hours can be documented per activity
3. You must do a MINIMUM of 12 hours assigned to each ISLLC standard.
4. And complete a total of 110 hours to fulfill the clinical internship requirement.

Standard 1: The Vision of Learning

1. Interview an administrator about his/her vision, mission and or goals for the athletics and/or student activities in the district or college. (What process is used to communicate and implement)
2. Review program improvement plans or strategic planning goals for your program and discuss the progress towards the goals that has been made.
3. Develop a personal professional development and career plan for yourself, and include a personal/professional mission statement and achievement goals. Explain why such a plan is important.
4. Identify a need or deficient area in your institution and develop a long term (3-5 year) plan for addressing this need. Include a rationale for addressing this deficiency.
5. Analyze program performance data to determine trends and future revisions or improvement plans to improve the performance of program participants.
6. Develop a process to inform the community and identify ways to garner support for your program.
7. Attend district level administrative meetings. Discuss with your supervisor pre and post meeting issues.
8. Attend district school board, or other governing board meetings for your institution and write unofficial minutes from each meeting.
9. Develop a mock survey to determine program-level needs from the perspective of (1.) parents (2.) students (3.) business community (4.) staff.
10. Participate in the CSIP process at the school.

Standard 2: The Culture of Learning and Instructional Program

1. Conduct a Coaching Evaluation on a colleague. (May do up to 3)
2. Assist building principal and/or athletic administrator in developing a program evaluation plan (Example: 1 & 5 year follow up of past participants, standard achievement data, etc.)
3. Attend a meeting focusing on program participants with special needs (i.e. IEP meeting, athletic grade waiver meeting, handicapped individual accessibility discussion) and write a reflection on how your program can/should address this area.
4. Interview Special Ed Director regarding role of LEA and do's and don'ts of the IEP and 504 processes.
5. Compare/Contrast your athletic handbook with another school.
6. Compare/Contrast your eligibility requirements for student participation with another school.
7. Compare/Contrast your incentives for staff achievement and recognition with another school.
8. Develop and propose a plan for promoting and celebrating cultural diversity in your program.
9. Conduct an analysis of the use of technology in your program and discuss how greater technological integration would benefit the program.
10. Become familiar with the building level at risk programs; discuss their function and the benefits of athletic/activity participation for student retention.
11. Familiarize yourself with models for performance-based staff, coach and officials evaluation and interview your supervisor on which model is preferred, and why.

Standard 3: The Management of Learning

1. Supervise Extra Curricular Activities (Example: Athletic functions, practice sessions, after school programs, detention study halls, etc.)
2. Observe/participate in staff interviews.
3. Review building crisis plan and compare/contrast with another school's plan. Describe how your program participants and staff would react to violence, bio-terrorism or other crisis. Indicate how well prepared you and your staff would be to assist students in a crisis situation.
4. Participate in student discipline. (Example: observe actual discipline conferences, assist principal with discipline issues, write a mock discipline letter to parents, include special ed and extra curricular discipline issues – *interns may do up to 8 hrs. in this area*)
5. Review and report on the current and proposed budget for your program.
6. Participate in the construction and implementation of a Master Schedule for athletic events, practice sessions or calendar-year program activities.
7. Complete a facility appraisal of your program's facility, equipment and grounds. Make recommendations on safety, security, and cleanliness issues.
8. Become familiar with program management software of your program and describe the benefits and required hours of training for its use.
9. Review and revise (if appropriate) the eligibility, discipline code and attendance policy for your program.
10. Assist in scheduling and designing professional development for officials and other auxiliary staff members.

Standard 4: Relationships with the Community to Foster Learning

1. Assist with agenda for a program supporters meeting (Booster Club, Parents Club, Student Council, etc.).
2. Devise a plan for participating in several community activities that are not school related. (Service clubs, United Way, Chamber of Commerce, NAACP, intramurals, field relays, etc.)
3. Review current or possible community partnerships. Write a proposal that defines the benefits of such partnerships.
4. Become familiar with local human services agencies and discuss the role that they can play in the improvement and goal achievement of your program. (JJC, DFS/DYS, Police)
5. Work on collaborative agreements with local colleges.
6. Produce a program newsletter and disseminate at least 100 copies.
7. Write sample article or press release for the local newspaper about your program.
8. Write a press release on a current achievement or improvement in your program.
9. Research and develop activities celebrating cultural diversity in your program.
10. Assist in scheduling security for program events.
11. Assist in organizing an “open house” or orientation event for your program.

Standard 5: Integrity, Fairness, and Ethics in Learning

1. Review FERPA and building access to student records. Interview administration with regards to its impact on your program.
2. Review building policies on harassment and compare and contrast with another similar school's or program's policies.
3. Review building policies on equal access and compare and contrast with another similar school or program.
4. Develop a personal and professional code of ethics.
5. Review technology usage agreements and compare and contrast with your program.
6. Interview a program director and describe how they model integrity and ethical behavior.
7. Observe and review the procedures for ensuring due process throughout the entire building. (Student, staff, parents, etc.) Administration interviews can be a part of this interview.
10. Review building procedures for academic integrity (i.e. cheating) and compare and contrast with another program.
11. Describe your program's procedure for dealing with student/parent complaints about specific staff.

Standard 6: The Political, Social, Economic, Legal, and Cultural Context of Learning

1. Attend a local or state association meeting. Attach agenda/program and react to session(s) attended.
2. Review and report on the major components found on the NIAAA website.
3. Interview the principal and/or athletic administrator regarding how he/she identifies decision makers outside the school community and open lines of communication with them. You may observe a legislative session or committee hearing during the debate of an education bill.
4. Interview local legislator(s) regarding their educational views and philosophies. Tell if you agree or disagree with their philosophy. Why or why not?
5. Attend a diverse community group meeting and present on a program level topic.
6. Attend a building level advisory community meeting (PAT, Healthcare, vocation, etc.)
7. Assist the principal with developing dialogue to help educate community members on various topics (NCLB, AYP, Character Ed, etc.)
8. Identify other resources and their role in working with youth in your community (YMCA, Church Youth Group, Scouts, Service, Youth Sports, etc.)
9. Identify and describe the function and assistance to your program from the business and political leaders in your community.
10. Make a presentation at a local school board meeting on a topic related to your topic.

S A M P L E

<u>Field Experience Log</u>				Name: <i>Pat Jones</i>	
				MEA Cohort #: <u>000</u>	
				Location: <i>Kirksville</i>	
Standard 1: Vision	Standard 2: Culture/Safety/PD	Standard 3: Management	Standard 4: Collaboration	Standard 5: Ethics	Standard 6: Context
Designed program objectives 4 Hours 09/05/04	Eval. performance of two assist. Coaches for fall sports 4 Hours 11/5/04-2/3/04	Basketball Game supervision 4 Hours 3/05	Etc.	Etc	Etc.
Attended Div. Level Mtg. 9/04 For Fall Sports Program 4 Hours	Attended and recorded mins. Of IEP mtg for program participant. 5/15/05 1 Hour	Observed Team Capt. Interviews for nxt yr. 2/05-4/05 4 Hours	↓	↓	↓
Developed Agenda and Chaired Athletics Advisory mtg. 10/8/04 2 Hours	Compare/Contrast Athletic handbooks from two area schools 10/04 2 Hours	Assisted with student discipline 8 Hours Spring 2005	↓	↓	↓
Developed Agenda and Attended Booster Club Mtg. 10/15/04 2 Hours	Reviewed safety and emergency plans w/ coaches & officials for district 2 Hours 12/04	Helped develop Master Schd. For fall sports for next year 3 Hours 3/05	↓	↓	↓
	"Technology use in physical ed." Workshop—attended 9 & 10/04 4 Hours	Ordered new equipment 2 Hours 9/05	↓	↓	↓
	Talked with district admin. about starting LaCrosse team 2 Hours 3/05	Called Officials & Subs for Dec. 2004 tournaments 4+ Hours 10/04	↓	↓	↓
total 12 Hours	Total 15 Hours	Total 25 Hours	Total Hours	Total Hours	Total Hours

S A M P L E

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William Woods University
Field Experience
Field Supervisor

Acceptance Agreement *

*Students will submit this form to the University via a facilitator or mail to:
Attn. Graduate & Adult Studies, William Woods University
One University Avenue, Fulton, MO 65251

Name of Field Supervisor: _____ Phone: _____

Social Security Number (Necessary for stipend payment) _____

Name of Supv. School District: _____
(Or last school district if recently retired)

Supv. Contact Phone: _____ Supt. Fax: _____

Supv. E-mail Address: _____

Highest Degree Held: _____ Year Supt. Certification was granted: _____

Current Position Title: _____ Total year(s) of experience: _____

I hereby agree to supervise (Student Name) _____

in MEA Cohort # _____ for field experience activities for their Masters in Education program

beginning today __/__/____ until program ends on __/__/____. I understand that the field experience is

designed to provide the above named student with a variety of administrative and supervisory

experiences pertaining to the principalship. I am willing to work with this student and the William

Woods University supervising professor in developing and providing an appropriate set of experiences. I

also agree to participate in the review, and assessment of the student's performance the field experience,

and to provide feedback for instructional and evaluative purposes.

Supervisor Signature

Date

William Woods University
Application to Enroll in Field Experience

Name: _____ Date: _____

Home Address: _____

Street/Box

City

State

Zip

Home Phone: _____ Work Phone: _____

Email: _____

The following info. pertains to the location at which the field experience is to take place:

Location: _____ Phone: _____

Address: _____

Street/Box

City

State

Zip

Field Supervisor's Name: _____

Title: _____ Years in the Position: _____

Please provide directions to this building: _____

Location : _____ Phone: _____

Address: _____

Street/Box

City

State

Zip

Field Supervisor's Name: _____

Title: _____ Years in the Position: _____

Please provide directions to this building: _____

Please provide available day(s) and time(s) for visitation: _____

William Woods University
Master of Education
Student Agreement*

***This form is to be submitted to your facilitator at the start of your internship.**

I understand that I am participating in a Field Experience sponsored by William Woods University. I recognize that the Field Experience is subject to the rules, regulations, and policies of the University and the cooperating school district, as well as any others deemed appropriate by the University and/or Field Supervisors.

I understand that I am not covered by William Woods University fringe benefits and that it is my responsibility to make arrangements for my own insurance, including accident, health, and hospitalization, if desired. I will not hold William Woods University liable for injury or death that might occur as a result of this Field Experience.

I understand that during the Field Experience I will be representing William Woods University and that I will do nothing that would adversely affect its image. I agree that if my behavior is deemed improper or detrimental to the cooperating school system or William Woods University, I will withdraw from the Field Experience and accept a grade of unsatisfactory (U).

I understand that failure to abide by the policies and procedures of the Field Experience program will result in termination with a grade of (U). I further agree that I will:

- Avoid becoming involved in ideological disputes.
- Maintain the confidentiality of records and internal matters at all times.
- Not be in possession or use any item that is considered a controlled substance (except under the direction of a physician), alcohol, or firearm while on the cooperating school or University property during my Field Experience.
- Dress professionally for Field Experience activities.

I HAVE READ AND UNDERSTAND THIS AGREEMENT. THE NATURE, SCOPE, AND POLICIES OF THE INTERNSHIP PROGRAM HAVE BEEN EXPLAINED TO ME AND I AGREE TO ABIDE BY THEM.

Signature

Student ID Number

Date

Request for Payment for Field Supervision

I have completed the supervision, mentoring and evaluative responsibilities required of me for the following student, and am requesting compensation for these services:

Student's Name: _____ Cohort #: _____

Your Name: _____

Day Phone: _____

Your Social Security Number (required for payment) _____

Address to mail compensation check*:

- The University is unable to compensate school districts or schools for these services performed by you. Checks will only be made payable to individual supervisor names.
- Payment is made within 6 months (six weeks after each commencement) after the student has graduated. If you have questions concerning receipt of this payment, please contact the Director of Graduate Education Programs at (573) 592-4339.

Again, thank you for the time and effort you expended as a Field Experience Supervisor for this student.

**WILLIAM WOODS UNIVERSITY
FIELD EXPERIENCE (EDU 509)**

Student Field Experience Evaluation

Student: _____

Field Experience Dates: _____ through: _____

Field Supervisor: _____

School District: _____

Please use the chart below in evaluating the performance of the student who has completed the field experience under your supervision. Thank you for your cooperation.

	Superior	Above Average	Average	Below Average	Unsatisfactory	Unable to Observe
Punctuality						
Attendance						
Appropriate Attire						
Cooperation						
Community Involvement						
Ability to Organize and Perform Assignments						
Problem Analysis						
Decisiveness						
Ability to use Supervision (seek and use help, accept criticism)						
Personal Motivation						
Judgment						
Written Communication						
Oral Communication						
Sensitivity						
Stress Tolerance						
Educational Values						
Range of Interests						
Ability to Relate to Certified Personnel						
Ability to Relate to Non-certified Personnel						
Ability to Relate to Students						
Overall Performance						

WWU Field Experience Reflection Paper Form

Name _____

Date _____

School District where Field Experience Activities were performed:

COHORT # _____

Cohort Location _____

ISSLC Standard being Addressed _____

Listing of Activities completed under this standard _____

NIAAA Code of Ethics (for MEA) or DESE Certification Competency(s) Addressed:

Directions: In 2-3 single-spaced and word processed pages, describe why these field experiences address the ISSLC standard/indicator listed above.

Give a brief description of the experiences under this standard and indicate what you might modify if you applied this in the future. Tell what you learned through these field experience activities; identify the strengths and weaknesses of these experiences and or your personal growth from these experiences; then give your general evaluation of the activities performed under this standard.

Feel free to include any final thoughts you may have.