

# BARNARD COLLEGE EDUCATION PROGRAM

## FIELDWORK IN EDUCATION

40 hours of fieldwork must be completed prior to Student Teaching.

The goals for fieldwork in education include the following:

- To explore your interest in working with young people
- To test your knowledge and skills in working with others
- To gain experience in teaching, tutoring, working with children and/or adolescents
- To learn about diverse educational settings and concepts
- To fulfill a requirement for teacher certification by working with children and/or adolescents in the age group for which you seek to become certified to teach

Fieldwork may be completed through volunteer work, an internship, or employment as long as your experience involves working with children and youth in the age group for which you seek certification. If you are seeking Childhood certification, you should be working with children in Grades 1-6, or ages 6-12. If you are seeking Adolescent certification, you should be working with youth in Grades 7-12, or ages 12-18.

There are many options for volunteering around the Barnard and Columbia community, and many of these programs support activities to enhance the learning of children and youth.

A good place to start your search for volunteering opportunities is with:

[Beyond Barnard](#)

-or-

[Community Impact, Columbia University](#)

Additional opportunities you might want to check out are:

- [Reading Team Math](#)
- [Blue Engine](#)
- [Street Project](#)
- [Goddard Riverside Star Leaning Center](#)
- [East Harlem Tutorial Program](#)
- [PS 75 After School Program](#)
- [Bank Street After School](#)
- [IveWise](#)
- [Double Discovery Center](#)
- [GED/Reality House](#)
- [Citizen Schools](#)
- [Mentoring USA](#)
- [Reach the World](#)
- [Let's Get Ready](#)

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You do not need to accumulate all hours in one experience. You may use up to two experiences to accumulate your hours, but the total number of hours should be 40 or more. Please note that the Barnard Education Program requires some urban experience. If you wish to fulfill your fieldwork requirement with multiple experiences, you will need to fill out a fieldwork form (attached) for each experience. Fieldwork forms must be signed by a certified teacher. If your site (e.g., day camp or after school program) does not have a certified teacher on staff, the director may sign your form.

To fulfill the fieldwork requirement, please take the following steps:

1. Determine a program and site for your fieldwork. If it is not a program listed on the coversheet of this packet, please have a Barnard Education Program faculty member approve it first.
2. Plan at least 20 hours of total time on the site (remember you will need a total of 40 hours for certification).
3. Keep a journal or record of your significant experiences and reflections including questions about your own reactions about your work, educational concerns that arise for you, and insights about teaching and learning related to the age group with which you are working.
4. At the end of the semester, write a reflective paper explaining your experience and what you learned from it, as well as the questions that remain with you (2-3 pages, single spaced).
5. Fill out Sections I and II of the fieldwork form and have your site supervisor fill in and sign Section III.
6. Follow steps 1-5 up to two times until you have accumulated 40 or more hours of fieldwork experience. Submit completed forms and essays to the Program Assistant, Pati Argueta-Medina.

Note: If you are completing your fieldwork experience in a NYC Department of Education school, you will probably need to be fingerprinted. If you are not doing this through a program that arranges for fingerprinting, please let the Certification Officer, Professor Lisa Edstrom, know so that we can make sure you are in the PETS system as a Barnard Education Program student.

Some fieldwork sites may require that you present proof of a recent negative TB test before you can begin working. Get a free TB test from the College Health Service.

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## FIELDWORK IN EDUCATION

Name \_\_\_\_\_

Name of school or program \_\_\_\_\_

Program address \_\_\_\_\_

Name of principal or program director \_\_\_\_\_

Name of supervising teacher \_\_\_\_\_

Fieldwork experience done in conjunction with: \_\_\_\_\_  
(course number and name if applicable)

\_\_\_\_\_ **Reflective paper attached to this form**

Submitted on: \_\_\_\_\_  
(MM/DD/YY)

|  |
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| <b>Instructions:</b> Student completes Sections I and II; Supervisor completes Section III |
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- I. Description of responsibilities  
Briefly describe the types of activities for which you were/will be responsible. Include the age or grade level of the students, type of program (e.g., public high school, private school, summer camp, etc.), and the nature of your work (i.e., tutoring in a specific subject, classroom assistant, art or nature counselor).

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## II. Length of pre-practicum field experience

Dates of field experience (month, day, year): from \_\_\_\_\_ to \_\_\_\_\_  
Total hours on site: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## III. Supervision

Did the student satisfactorily fulfill the responsibilities described in Section I?

Yes \_\_\_\_\_ No \_\_\_\_\_

Comments:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Are you a certified teacher? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, what is your position in the program/organization? \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Faculty Member)