

Field Placement Office

Mission Statement: The SUNY Cortland Field Placement Office is dedicated to ensuring an excellent field studies program to include all student-teaching and pre-student teaching field experiences in the School of Education, the School of Professional Studies and the School of Arts and Sciences along with internship experiences in the Health Science and Recreation and Leisure Studies units.

Goal	Sub-Goal/ Objective	Alignment with College-Wide, Division, or Other Planning Goals	Action Required or Activities and Strategies	Indicator of Success or Assessment Measures & Criteria	Target Compl etion Date	Resources Needed	Person Responsible for Oversight	Out- comes	Recommendations
Instill students with a sense of responsibility and an eagerness to make a positive difference through field placement experiences	Provide teacher candidates opportunities for professional growth	Teacher Education mission to contribute to their communities and make a difference in the lives of their students.	Regular communication and school site visits to maintain existing placement sites and establish new partnerships	Increase number of placement sites to accommodate all students by 10%	2007	Reports designed to compare number of placements with in specific school districts in order to pinpoint target area	FPO Director		
Ensure that cooperating and host teachers meet or exceed established criteria	Quality of student teaching and pre-student teaching placement reviewed regularly	FPO mission to ensure a culminating experience that meet or exceed all applicable governing body mandates/standards while adhering to the related	Qualifications reinforced during site visit Credentials reported on canvass form Ongoing communication with building administrators and central	4 times annually student teacher supervisors complete an assessment form documenting quality of placement-mechanism for sharing this information with	2007	Ability to track feedback on assessment form so it can be shared with dept. coordinators more effectively	FPO Director		

		academic and programmatic criteria developed by each individual dept. or unit.	administration	dept. coordinator needed					
All teacher candidates will demonstrate the knowledge, skills and dispositions necessary to help all students learn	Teacher candidates will be assigned diverse placement sites for pre-student teaching	Unit Standard #3 Element 2 in Institutional Report; Commissioner Regulation 52.21(b)	Tracking of all placements in FPO database to ensure diverse learning opportunities Pre-student teaching handbook is disseminated to 100% of teacher candidates, host teachers and faculty outlining criteria and expectations	Instructor and /or host teacher indicates on log form which of the 6 areas were completed at the respective placement and instructor submits to FPO for data entry-mechanism for sharing this information with dept. coordinator needed	2007	Database designed to handle information and create necessary reports for all constituents	FPO Director		
All teacher candidates will demonstrate the knowledge, skills and dispositions necessary to help all	Teacher candidates will be assigned one designated high need placement for student	Unit Standard #3 Element 2 in Institutional Report; Chancellor's Action Agenda (2001), A New Vision in	NYSED provides a listing of high need school districts and is used for placement determination	Automatic checking of high need placement documents that 100% of student teachers receive a high need placement-analysis	2008	Database tracks high need placement information Recruitment materials designed	FPO Director		

students learn	teaching	Teacher Ed.	Student teaching handbook is disseminated to 100% of teacher candidates, cooperating teachers, administrators and faculty outlining criteria and expectations	and reporting of information is needed Increase numbers of students participating in SUTEC program and international sites					
Ensure effective coordination and collaboration between FPO and school partners	Receive feedback from school administrators and staff in regard to the process	Unit Standard #3 Element 1 in Institutional Report	Disseminate survey to all school districts within a 45 mile radius of campus	Analysis of data will help to improve the placement process	2007	Survey design and implementation	FPO Director		
Create sustainable partnerships with school districts	Establish strategies for establishing partnerships	Unit Standard #3 Element 1 in Institutional Report	Continue discussions with SUNY faculty, school partners and administration in regard to this goal	Establishment of Professional Development Schools Increase campus incentives	2008	Coordinator hired to oversee the PDS initiative	FPO Director		
Centralize all school placements to	Complete reorganization plan	College Wide-Strategic Long-Range Planning	Search and hire Field Placement	Improved coordination of placements	2007	Approval of position	FPO Director		

