LESLEY UNIVERSITY

Graduate School of Education

Documentation of prior experience to fulfill the Early Field Experience Requirement

To request that current or past classroom experience(s) be used as pre-practicum Early Field Experience, written documentation must be submitted for review. The documentation should reflect that students have spent a minimum of 75 clock hours of monitored field based training in a classroom. The purpose of the field-based training is to provide acquaintance with school and classroom environments, and to prepare candidates for the practicum. Students who provide documentation of the Early Field Experience must have spent a minimum of 75 hours in a formal school/classroom environment within the past five (5) years. Field Experience participants are encouraged, whenever possible, to seek sites that provide exposure to diverse student populations, including a range of racial, ethnic, socio-economic, and linguistic backgrounds, as well as students with special needs. Completing the Early Field Placement in one classroom is recommended, to provide ample opportunity for observing the development of students and the curriculum.

Please submit documentation in two parts, as follows (they can be mailed separately or together):

(1) Applicant's Letter

Student's written statement (about 2 pages) should include the following:

1. Name, address and phone number
2. The licensure program in which you are presently enrolled
3. Your role and responsibilities in your early field experience
4. How your pre-practicum experience has met requirements
5. How this experience has shaped your teaching and prepared you for your practicum
6. Your strengths and areas for future growth
7. What new questions were raised for you during this experience
8. A self-evaluation of your readiness to proceed to the practicum

(2) Supervisor's Letter

Students must present an official letter from a supervisor from the school or school system in which they worked, signed and on school letterhead, that states:

1. The dates of the student's experience and approximate number of hours in the position
2. The student's role and responsibilities in this position
3. A statement of the student's competency as a teacher
4. The supervisor's role and responsibilities in the position

Documentation will be reviewed for approval when both sections have been submitted.
Please send to:

SOE/Field Placement Office – EFE
Yvonne Zollman Mosca, M.Ed., Assistant Director of Field Placement
Lesley University
29 Everett Street
Cambridge, MA 02138

For additional information, please call (617) 349-8753.