

School of Education, UC Berkeley
Field Studies Program (ED 97/197)
1600 Tolman Hall
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GUIDELINES FOR PARTICIPATING AGENCIES

(Revised 04/09)

Education 97/197 Field Studies

This course is intended to provide a means for students to enhance their academic training with practical experience outside the University and to offer service to the community. The number of semester units and students to be accommodated in a field studies program should be indicated at the time the proposal is submitted to the field studies coordinator.

Please note: UC Berkeley students with freshman or sophomore standing (less than 60 semester units) enroll in Education 97, whereas students with junior or senior standing (at least 60 semester units) enroll in Education 197. One semester unit is equivalent to 45 hours of field work (approximately 3 hours per week) in a fifteen week semester; students may take up to four units per semester for most ED 97/197 sections. A section description is posted in a binder in 1600 Tolman Hall and online; students choose a section and call the contact person directly. The contact person is responsible for all registration, enrollment and grading. Pre-requisites for a section are determined by the participating agency.

I. Participants in a Field Studies Project

Student(s): a currently registered UC Berkeley student who desires to participate in the field studies course.

Community Agency: a participating agency providing community service and direct student supervision.

Contact Person: the primary liaison at the community agency.

UC Faculty Sponsor: a current UC Berkeley faculty member who agrees to regulate the partnership between the community agency and the School of Education.

ED 97/197 Director: oversees the administration of the field studies course.

ED 97/197 Assistant: direct liaison at the School of Education responsible for day-to-day administration of the field studies course.

II. Application Procedures

A. Who initiates:

1. A community agency may initiate student participation by requesting Project Proposal materials from the ED 97/197 Coordinator. The materials include an

Agency Participating Agreement Form, Project Proposal, Sponsor Assessment Form and Section Description. Permission to conduct a field project requires the initial approval of the chief administrator, i.e. director or principal. The liaison at the community agency is called the **contact person**. All field projects must have a UCB faculty member to sponsor the partnership. If you do not have a **Faculty Sponsor**, please let us know and we will do what we can to assist you.

2. UCB faculty may initiate a section involving student participation in a community agency or personal research by requesting sponsorship materials from the ED 97/197 Coordinator. In the case of students initiating a section, the sponsor may be secured individually or by the recommendation of the ED 97/197 Director.

B. What community agencies may apply:

Public and private schools, recreational centers, community agencies, and other publicly supported programs may *propose* ED 97/197 field projects.

C. Community agency participation:

The *contact person* is responsible for securing a UCB Faculty Sponsor (who must also approve the Project Proposal). However, the ED 97/197 Director is available to make recommendations.

D. School of Education approval:

In initiating a new section or reactivating a section previously sponsored, the community agency contact person must submit the Agency Participating Agreement Form, 2 copies of the Project Proposal, Sponsor Assessment Form, and Section Description to the ED 97/197 Coordinator **no later than 4 weeks prior to the beginning of the semester**.

E. **IMPORTANT: Evaluation of Project**

Before a new section can be approved, the proposing agency must first show that they have steady enrollment for **4 Semesters** through ED 97/197 Section 1 Independent Studies. Please see here for information on Section 1:

http://gse.berkeley.edu/research/eco/ap/ed97/sec1_info_sheet.pdf

F. Unit Allocation

The UC Berkeley Academic Senate requires **45** hours of fieldwork per semester credit (approximately 3 hours per week). Student may take up to, but no more than 4 units per semester/session.

III Objective and Responsibilities

A. The community agency:

1. Implements the detailed nature of the student's work in the agency as described in the Project Proposal.

2. Provides immediate supervision of that work.
3. Records student attendance and notifies student at times his/her services are not needed, e.g. when class will be away from school site, vacations, etc.
4. Contacts UCB Faculty Sponsor and/or the ED 97/197 Coordinator if special assistance is needed.

B. The Faculty Sponsor: (Current UC Berkeley faculty member)

1. Assures that the field project provides adequate opportunity for student learning in terms of developing a sense of responsibility, eliminating misconceptions, and facilitating growth in skill and understanding.
2. Determines any pre-requisite criteria of maturity, competence and experience. Criteria is based on student's potential personal and academic growth and his or her capacity to responsibly and effectively serve the agency.
3. Established the academic validity of the work and is accessible to students.
4. Assigns final grades.

C. The ED 97/197 Student:

The ethical obligations of the UC student as a tutor in the field are no less important than those imposed upon student teachers, teachers, or other professionals. These obligations include:

1. Respect for the pupil's individuality, privacy, and confidence. A genuine reverence for individuality precludes imposition of another's version of truth and value upon an impressionable and immature youngster. To gossip about a pupil and his/her school relations is unfair and unprofessional behavior, as is using privileged information to serve one's own interests.
2. Understanding of the school's function as a social agency is difficult to acquire simply through field experiences, and the most subject to superficial observation. Yet dealing with the school – being both itself a social system and an organization embedded in a complex matrix of school-community expectations – requires the utmost exercise of tact in action.
3. Acceptance of fieldwork students imposes a burden upon any cooperating agency, no matter how well prepared and conscientious is the volunteer. Those students who place their course requirements or personal interests (such as to “reform the system”) above the interests of the pupils and the community agency are at best a nuisance and at worst positively harmful.
4. A misguided relationship with an immature person may damage even further a pupil who is already suffering disappointment with his/her school experience. For example, weeks of unsuccessful tutoring from an inexperienced volunteer may only

convince a pupil, the teachers and the parents that s/he cannot learn. Hence, a part of responsible selfhood is the awareness of circumstances when the fieldwork volunteer is unable to help because of insufficient academic or teaching competence, uncertain judgment, or ideological disagreement. The ethical response is then to disqualify oneself from the fieldwork.

5. In order to benefit children and gain a sense of worthwhile and constructive achievement, the student must receive guidance and assistance throughout his/her participation in the community agency. Functioning in such an important role must not be haphazard or left to chance. Student participants as well as pupils should evidence progressive growth throughout the field studies project.

APPLICATION CHECKLIST

- Read all enclosed materials.
- Complete (2) Section Description.
- Complete (3) Project Proposal.
- Complete Section A of the (4) Sponsor Agreement Form.
- Complete Section A of the (5) Agency Participating Agreement Form.
- Send completed materials (2 copies of the Project Proposal, Section Description, Agency Participating Agreement Form, and Sponsor Assessment Form) to your UC Faculty Sponsor.

The Faculty Sponsor completes Section B of the Agency Participating Agreement Form and Section B of the Sponsor Agreement Form. He/She should then forward all completed materials to: ED 97/197 Coordinator, Student Academic Services Office, School of Education, 1600 Tolman Hall, Berkeley, CA 94720-1670.