



# Appendix A

## Arriving Ready

Arriving on time and fully prepared from your first day of field experience on will help set the tone for a successful and rewarding experience. Here are a few tips to help you accomplish this:

### Be fully prepared by bringing:

#### A Copy of Your Background Check

All IU field experience students are expected to provide a background check that has been completed within the previous 12 months using the IU-specific vendor. Background checks can take 2 weeks or more to process, and you cannot begin your field experience without it.

Unless otherwise indicated by your course instructor, you are to deliver your background check report to the main office of your placement school on your first day.

*(Learn more: <http://go.iu.edu/1mNx>)*



#### Government Issued Photo ID

Many schools are now requiring all guests (including field experience students) to provide a photo ID such as a driver's license, or other state-issued identification. Be sure to have this with you just in case.



#### Other Documents & Forms

You are also expected to bring a copy of the Field Experience Timesheet upon which you are to record all of your field experience hours. It is best if you can leave this in a designated space in the classroom; however, you may need to carry it with you each time. Your cooperating teacher should sign this for you to return to the Office of Clinical Experiences at the end of your placement.

Be sure to review any notes from your course instructor regarding items or documents they may require you to bring to your field experience. This may include a letter from your instructor to your cooperating teacher, a letter of introduction from you to your cooperating teacher, or a timeline of what can be expected during your experience.





## **Arrive on time:**

You should locate your host school in advance of your first day to familiarize yourself with the area, and get a good sense of the amount of time it will take you to get there. On your first day, be sure to leave extra early to allow yourself time to:

- ✓ Locate a parking place.
- ✓ Find the visitor/main entrance.
- ✓ Locate the school office.
- ✓ Sign in, turn in your background check, and other documentation as needed.
- ✓ Introduce yourself to the principal and office staff if possible.
- ✓ Get to your classroom.