

Education Department Field Placement Standards for Bowdoin Students

The Bowdoin College Education Department values its partnerships with local schools and community organizations. Students are responsible for ensuring that all can continue to benefit from these relationships. The following guidelines provide an outline of the standards expected of Bowdoin students. Instructors will incorporate and elaborate on these guidelines as appropriate for specific courses.

Communication & Privacy

1. Check email regularly for messages from the Education Department and/or community partners and respond to inquiries within 24 hours.
2. There will always be surveys associated with your field placements. You must complete these within the timeframe specified by the Education Department.
3. It is your responsibility to know where and when you are supposed to be at a field placement. Familiarize yourself with the appropriate protocols for your field placement if you will be late or unable to attend.
4. Be discreet about sharing information with or about placement sites, students, staff, and community members. Familiarize yourself with and follow the expectations for confidentiality at your field placement.
5. Do not take photographs of students or minors.
6. Do not make social media connections with students or share personal contact information.
7. You are mandated reporters. Share any concerns you have about student well-being with Cassie Jones.
8. If you have any concerns about your own well-being at a field placement, please tell any member of the Education Department immediately.

Attendance & Engagement

1. In these contexts, you are a professional adult. Present yourself as one.
 - a. Familiarize yourself with the professional dress code at your field placement and ensure you are meeting it.
 - b. Familiarize yourself with the electronic device policy at your field placement and ensure you are meeting it.
2. You are being given a unique opportunity to access these field placements. This opportunity comes with responsibilities:
 - a. Adhere to any attendance plan established at the beginning of your placement.
 - b. Arrive at least 5 minutes in advance of your expected arrival time.
 - c. Be the first to introduce yourself and explain what you are there to learn.
 - d. Establish rapport and demonstrate interest and engagement by asking questions.
 - e. Express gratitude upon leaving; make a final connection before you leave a class or school.
 - f. If multiple members of the Bowdoin community are at your field site, do not congregate with them; this is your time to learn from students, staff, and community members.

Transportation

1. The Education Department provides transportation for all field placements.
2. When personal vehicles are used *at the request of the Education Department*, students will be reimbursed for their mileage.
3. Taxi vouchers can be used *only* when pre-approved by Cassie Jones.
4. Use campus vehicles only for the purpose intended.
5. Report any campus vehicle damage to Facilities *and* Cassie Jones immediately.