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## **PREFACE**

The needs of today's students are complex, challenging and ever changing. In order for these needs to be addressed properly, we must prepare committed, highly qualified and expertly skilled educators.

The school nurse is part of this team of educators. The nurse shares the responsibility in shaping the future for each child. The role is a unique one in that the nurse's professional background allows him/her to act as a liaison between the home, school and the community.

School nursing itself has evolved into a dynamic, comprehensive specialty designed specifically to work in unison with the educational community. Armed with an expert medical background, the nurse strives to provide each child with the opportunity to reach his/her highest level of wellness and academic potential.

Caldwell College's field experience will provide the student nurse the opportunity to apply the theory and principles learned in the classroom to the school setting. Under the guidance and supervision of qualified, experienced persons, the nurse will acquire the competencies and experiences necessary to become certified as a professional school nurse/health teacher and embark on an exciting and challenging career in the specialty of school nursing.

This handbook is intended to serve as a guide for the student nurse as well as for the supervising personnel. It will assist in making the transition from student, registered nurse to certified school nurse and/or the certified school nurse/teacher of health.

## **PHILOSOPHY**

The School Nurse/Teacher of Health Certification Program functions within the philosophy of Caldwell College; this program participates in the overall commitment of the college to serve people through education, service and research.

## **INTRODUCTION**

The field experience is an integral part of the School Nurse/Non-instructional and School Nurse/Teacher of Health Endorsement Program. It is the culminating requirement, where the student is placed in an approved school setting for a period of eight to twelve weeks under the supervision of a cooperating school nurse, a cooperating teacher of health and a college nurse/teacher of health endorsement supervisor. Admission to field experience is dependent upon satisfactory completion of course work and approval of the department of education. After course evaluation by an advisor in the Continuing Education Department, a formal application must be filed with the Director of Field Experiences, guidelines established by the Education Department and are to be followed when filing the formal application.

## **PURPOSE AND OBJECTIVES**

The School Nurse Certification/ Teacher of Health Program at Caldwell College seeks to provide the student with the opportunity to become acquainted with the activities and responsibilities of a school nurse/health teacher. At the completion of the experience, the student shall be able to:

- Identify the role and responsibilities of the school nurse/health teacher at both the elementary and secondary level.
- Review nursing protocols, first aid procedures and M.D. orders of the school district where assigned.
- Become familiar with school district policy regarding medication administration.
- Identify New Jersey State Immunization requirements for entrance into the public school system and physical screening process. Review special permission and screening requirements necessary for sports participation at the middle and high school levels.
- Become familiar with and participate in the various screenings performed by the school nurse.
- Review school district policy regarding drug screening. Identify necessary procedures and chain of command to be followed should a student be suspected of drug use. Investigate resources available at the school and community level to assist the student and family in coping with drug abuse.
- Explore the health education curriculum levels and the role of the school nurse in the development and implementation of this curriculum.
- Integrate the Core Curriculum Content Standards for Health Education into the classroom
- Examine accident-reporting requirements of the school district for both students and staff.
- Identify school, community and state resources available to assist students and families in meeting their health needs.
- Identify and interface with other professionals within the school system to assist students and families in meeting their health needs; psychologist, social worker, guidance counselor, student assistance counselor, child study team, speech therapist, physical therapist and occupational therapist.
- Determine what the services and programs are available in the school system for the special needs student.

## **FIELD EXPERIENCE**

### ***Student Nursing***

The student shall have the opportunity to work under the guidance of a qualified, certified, tenured school nurse. The student will observe and participate in a variety of activities in the management and implementation of the health program and carry out the many roles and responsibilities of the school nurse as he/she functions within the educational community.

The cooperating school nurse and/or the cooperating teacher will hold frequent conferences with the student, supervise the activities, and complete an evaluation of the student and forward that evaluation to the college supervisor for additional comments.

### ***Student Teaching***

Under the guidance of a tenured cooperating health teacher, the student teacher will observe, participate, prepare lesson plans, teach and perform other functions required of a regular teaching staff member.

The cooperating teacher will hold frequent conferences with the student teacher and supervise the activities, complete an evaluation of the student teacher and forward that report to the college supervisor for additional comments.

The college supervisor assigned to the student will make periodic visits to the school, hold conferences with the student, cooperating persons, and other faculty members. The college supervisor will be available to the student for conferences and guidance throughout the nurse student teaching experience.

## **REQUIREMENTS**

Caldwell College offers flexible programs for registered nurses who wish to work in the school setting. This program is designed to meet the New Jersey School Nurse/Teacher of Health requirements. Registered nurses should complete this experience in the senior year.

### ***School Nurse Certification (Includes Teacher of Health Endorsement)***

State certification requirements include a twelve-week, field experience in school nursing. Six (6) weeks are spent in a clinical field experience in the health office and six (6) weeks are spent teaching. This includes four mandatory seminars.

Nine credits are awarded.

The college field supervisor will visit six times; three in the health office and three times in the classroom.

## ***FIELD EXPERIENCE (continued)***

### ***Non-Instructional School Nurse Certification Program***

This does not include a Teacher of Health Endorsement. This specific program consists of a six (6)-week clinical field experience spent exclusively in the health office. This includes four (4) mandatory seminars. Six credits are awarded.

The college field supervisor will visit three (3) times in the health office.

The above required criteria are exclusive of holidays, vacations, illnesses, etc. The student is expected to spend the entire school day at the assigned site.

There will be a mandatory orientation meeting scheduled on campus prior to commencing the field experience. Students will be notified of date and location.

## ***APPLICATION FOR FIELD EXPERIENCE***

### ***Prerequisites***

- Evidence of a current registered nurse license must be submitted at the time of application
- The student must be a U.S. citizen or give evidence that an application for citizenship is in progress
- All course requirements must be completed prior to Field Experience. There will be no exceptions.
- The student must present written evidence of a Mantoux (Tuberculosis) test. If the nurse is a positive reactor, report of a negative chest X-ray will also be required.

### ***Application Process for the Field Experience***

All applications for the Field Experience should be submitted to the Continuing Education Department by October 1, for the spring semester, February 1 for the fall semester. Applications are then processed by the Director of Field Experiences.

Tuition per credit hour for part time students, listed in the college catalog, is payable through the appropriate registration procedures in the Continuing Education Department. The supervision/certification fee listed in the catalog also applies.

## **PLACEMENTS**

Placement for the field experience is made at the discretion of the college. The main objective is for the student to obtain the best possible experience.

Consideration will be given to the student's choice of school. However, the Director of Field Experience will make the final decision.

### *Fall Semester*

The student will begin the Field Experience when the fall semester begins in the school of choice. The student must finish the Field Experience two (2) weeks prior to the end of the college semester-December 1. Orientation will be held prior to the field experience. Exceptions can only be considered by the Director of Field Experience.

### *Spring Semester*

The student will begin the Field Experience the second week of the college semester and finish two (2) weeks prior to the end of the college semester-May 1.

## **RESPONSIBILITIES**

### ***Responsibilities of the Student***

- Complete all prerequisites for Field Experience
- Pay all required fees
- Follow process for applying for Field Experience
- Participate in selecting the district and school placement
- Attend the orientation meeting and three scheduled seminars on campus
- Keep the same required schedule and hours as the school faculty and attend all meetings that may take place before, during or after school.
- Record the number of hours spent doing required tasks. (see appendix)
- Complete all required assignment (see below)
- Forward a weekly schedule to the college supervisor on Thursday for the following week. Please include the date, time of class, room number and lesson plan when a health lesson is to be observed.
- Follow district policy to report your absence and notify the college supervisor preferably the evening before. Any absence will have to be made up.
- Notify the college supervisor of any problems or concerns immediately.

### ***Responsibilities of the Cooperating District***

The school district must be willing and able to provide a variety of experiences for the student nurse. They are expected to regard the nurse as a new, temporary staff member and provide the student with the materials needed to do his/her job. The student nurse should not be expected to work independently at any time. Substituting for the absent school nurse, health teacher or any teacher is not permitted.

### ***Responsibilities of Caldwell College***

Caldwell College will assist and make the final decision for field placement. Orientation, field supervision and four seminars throughout the semester will be offered. The student will have expert guidance during the field experience.

### ***Responsibilities of the Cooperating School Nurse***

Your guidance and supervision as an experienced, tenured, certified school nurse will provide an invaluable experience in preparing students to become competent, professional school nurse. The field supervisor will be available should you have any concerns. Your recommendations for improvement are greatly appreciated. Kindly complete the final evaluation immediately following the experience and return it at once to ensure that the student receives a grade for the semester. Please note the following.

The cooperating nurse must be willing to:

- Welcome the student nurse into her health office/classroom
- Offer her time and expertise to the student
- Meet with the student prior to the beginning of the field experience to discuss any concerns and familiarize the student with the school environment and personnel
- Provide the student with a wide range of experiences including health screenings, record keeping and health counseling
- Complete any evaluation forms requested by the college.
- Hold frequent conferences with the student for the purpose of evaluating progress.
- Meet with the college supervisor when necessary to discuss the Student's performance.

### ***Responsibilities of the Cooperating Health Teacher***

With the expert assistance of a dynamic, tenured health teacher, the student will gain insight and experience in teaching health education. Your acceptance of this opportunity to work cooperatively with us in this important phase of a student's field experience is sincerely appreciated. We are grateful for your professional cooperation in this endeavor. The cooperating health teacher must be willing to;

- Have the student prepare detailed lesson plans for each lesson taught during the entire period of student teaching. Discuss and evaluate these plans at a mutually convenient time with the student.
- Help the student teacher to assume full responsibility for the classroom as soon as possible.
- Confer frequently with the student teacher regarding his/her performance.
- Provide the student teacher with opportunities to participate in a wide variety of activities.
- Complete the evaluation report and submit it to the college supervisor after you have discussed the report with the student

### ***Responsibilities of the College Field Supervisor***

The college supervisor is responsible for the final appraisal and report concerning the student nurse's performance.

The field supervisor shall:

- Notify the principal's office when he/she will be visiting the school. Sign in at the main office and wear appropriate identification.
- Plan to visit the student nurse while he/she is engaged in professional duties. It is advisable that the schedule of the day be known by the college supervisor ahead of time. The length of each visit should be at least one hour.
- During the visit, the college supervisor should confer with the student nurse, cooperating school nurse and/or health teacher.
- Complete all necessary evaluations

### ***REQUIRED ASSIGNMENT-ACTIVITY NOTEBOOK***

The student is required to keep a notebook that will contain cumulative information about the community, school and related topics. It should be well organized and kept up-to-date, brought to the campus seminars and made available for review by the college supervisor during each visit. The notebook should reflect the sum and substance of the field experience. The following contents must be included:

#### ***Part I-Community and School Organization***

- Overview of the community (socio-economic structure, population, private and public schools, school population)
- Organizational and administrative structure of the school faculty and other personnel, volunteers, etc.
- School philosophy and goals
- School programs (special education, work/study, student/faculty resources, etc.)
- Student personnel services/child study teams (organization, function and responsibilities)
- School Health Program and community resources
- Student's impression of the community and school (identify strengths and weaknesses)

#### ***Part II-Daily Log***

Student will make an entry in a log on a daily basis. The entry should consist of a description of the day's activities, including health screenings, counseling, teaching, administrative responsibility, meetings attended, health assessments, etc. While making entries into the log, the student should ask these questions:

- What did I learn?
- What could I have done better?
- Could the activity have been done in a different way?
- What might have been more effective?

- How has this changed my outlook?
- How did I impact a child/parent colleague today?

***Part III-Health Issue Research Project***

Each week, the student shall investigate a health problem using the library or internet resources. This should be no more than one page and must include the following:

- Health topic of any timely issue that has surfaced (obesity, lice, student conflicts, staff morale, playground safety, etc)
- What brought this to your attention?
- How the issue was handles?
- What could have been done better?
- What did you learn?

***Part IV-Teaching Program and Plans (Teacher of Health Certificate)***

- Copy of Core Curriculum Standards
- Description of Health Education Programs, curricula, etc.
- Daily lesson plans developed by the student submitted to and approved by the cooperating teacher

***Part V-Related Information***

- Notices of meeting, conferences and student observations of same.
- Policy on drug/alcohol abuse for students and staff
- Child abuse regulations, institutional and non-institutional
- Policy on home tutoring
- Policy on absenteeism, tardiness
- Policy on confidentiality
- Current school issues

***AGREEMENTS AND UNDERSTANDINGS***

It is the responsibility of the college to make arrangements with the school administration for acceptance of students.

Student nurses and health teachers are to be supervised at all times. They are not to be left alone in the school nurses office or classroom. They are permitted to cover for cooperating teacher's absences or lunch or other duties.

***LEGAL LIABILITY***

Student teachers are provided the same liability protection as other employees of the board of education.

It is recommended that the student carry his/her own professional liability insurance.

## **EVALUATION**

The college field supervisor will give a final grade based on his/her own evaluation of the student's performance and the evaluation of the cooperating school nurse.

### ***Evaluation by the College Field Supervisor***

For the final evaluation, the college supervisor bases his/her report on the following:

- Input from the cooperating school nurse/health teacher regarding student proficiency in the school health program activities.
- Observations of the student performance by the supervisor.
- The Activities Notebook and all related written material

### ***Evaluation by the Cooperating Nurse***

Each cooperating nurse is asked to complete the appropriate evaluation based on his/her observations of the student nurse during the field experience.

***ACTIVITIES CHECKLIST FORM***  
*School Nursing Field Experience*

The following is a list of suggested activities in which the student should participate. The specific activities selected will vary from school to school. This list is not meant to be exhaustive. It is intended that there be room for individual needs and differences with a good deal of flexibility.

This list is to be completed by the student nurse and signed by the cooperating school nurse.

Kindly check off as the activity is completed.

- Review student health records, emergency forms, procedure and protocol manuals.
- Identify student health needs, i.e. counseling, follow-up illnesses, injuries, etc.
- Perform health assessments, first aid, emergency response.
- Plan and assist in physical examinations.
- Visit an elementary, junior/ middle and high school.
- Observe another certified school nurse.
- Observe and participate in a child study team meeting.
- Observe and participate in an Intervention and Referral Team Meeting.
- Do a health history on one student.
- Write an Individualized Healthcare Plan
- Write an Emergency Healthcare Plan
- Observe/participate in sanitary inspection of the physical environment.
- Observe/participate in safety inspection of the building, laboratories, shops, grounds, cafeteria and gyms
- Check inventory and order supplies.
- Do a bulletin board
- Attend faculty, P.T.A. and Board of Education meetings.

- \_\_\_ Operate the health office without assistance.
- \_\_\_ Observe and participate in school employee health programs.
- \_\_\_ Attend professional teacher and nurses local and county meetings.
- \_\_\_ Organize and plan daily and weekly health service activities.
- \_\_\_ Keep records and enter information on student health cards.
- \_\_\_ Review professional literature, journals, etc.
- \_\_\_ Do health counseling of students and faculty.
- \_\_\_ Follow-up on screening referrals.
- \_\_\_ Interface with other professionals within the district.
- \_\_\_ Teach individually as need arises.
- \_\_\_ Conduct Faculty In-service covering Universal Precautions, Anaphylaxis, Heimlich Maneuver, Asthma, First Aid Procedures, etc.

***Screening Checklist - Kindly indicate date of observation or performance.***

<i>Observed</i>	<i>Performed</i>	
_____	_____	Vision Screening
_____	_____	Auditory Screening
_____	_____	Scoliosis Screening
_____	_____	Mantoux Testing
_____	_____	Assist with Physical Examinations
_____	_____	Heights and Weights
_____	_____	Pediculosis screening
_____	_____	Immunization Audit

**Since the field experience is only four weeks in duration, it is understood that student nurses will be unable to perform all the above activities**

\_\_\_\_\_  
Student Nurse Signature

\_\_\_\_\_  
Cooperating Teacher Signature

\_\_\_\_\_  
Date

## **ACTIVITIES CHECKLIST FORM**

### **Teacher of Health Field Experience**

The following is a list of suggested activities in which the student should participate. The specific activities selected would vary somewhat from school to school. The list is not meant to be exhaustive. It is intended that there be room for individual needs and differences with a good deal of flexibility.

This list is to be completed by the student nurse/health teacher and signed by the cooperating health teacher.

Kindly check off as the activity is completed.

- Have an initial conference with the cooperating teacher at the start of the semester. Share class routines, procedures, special needs of students, etc.
- Orient yourself to the building and facilities.
- Introduce yourself to staff, class and administration.
- Introduce and review district curriculum guide for health and the New Jersey Core Curriculum Content Standards.
- Set-up personal workspace within the classroom.
- Observe the cooperating teacher prepare for the day and present lessons.
- Write different levels of instruction; the semester, unit and daily lesson plan.
- Sequence responsibilities so that you become gradually involved by:
  - a) Observing the cooperating teacher
  - b) Working individually with students
  - c) Conducting small group instruction
  - d) Teaching entire class
- Teach the lesson as written, with the cooperating teacher present at all times.
- Prepare and teach two lessons under the supervision of the department chairperson.
- Manage a classroom and assume full responsibility for the class.
- Observe teachers in other departments – arrange through cooperating teacher, department chair or principal.

- \_\_\_ Coordinate with instructional media.
- \_\_\_ Identify students with special needs and adapt lessons accordingly.
- \_\_\_ Recognize students with different learning styles and describe how you will modify the lesson.
- \_\_\_ Identify the gifted student and plan how you will challenge him/her.
- \_\_\_ Assist in student evaluation and report card marking.
- \_\_\_ Observe and participate in parent-teacher conferences.
- \_\_\_ Take part in teacher workshop activities.
- \_\_\_ Observe and receive orientation from the following professional colleagues:
 

Principal	Vice Principal
Guidance Counselor	Librarian
School Nurse	Child Study Team Members
- \_\_\_ Assist in the lunchroom.
- \_\_\_ Assist on field trips.
- \_\_\_ Assist in curriculum planning.
- \_\_\_ Participate in faculty meetings and department meetings.
- \_\_\_ Plan and execute a faculty in-service program covering at least the following:
 

Heimlich Maneuver	Infectious Diseases
Universal Precautions	Health Office Policies
Asthma	First Aid Procedures
Anaphylaxis	
- \_\_\_ Participate in co-curricular activities.
- \_\_\_ Visit different grade level schools within the district.

Since the field experience is only eight weeks in duration, it is understood that the student nurse/ health teacher will not be able to complete all the activities.

\_\_\_\_\_  
Student Health Teacher

\_\_\_\_\_  
Cooperating Teacher

\_\_\_\_\_  
Date

# CALDWELL COLLEGE EDUCATION DEPARTMENT

## School Nursing Program Evaluation Form

Student: \_\_\_\_\_ Dates: From \_\_\_\_\_ To: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Address: \_\_\_\_\_

Kindly place an appropriate number next to each statement.

- (5) Excellent      (4) Very Good      (3) Good/Satisfactory  
(2) Improving      (1) Below average – Please attach narrative.

### A. Professional Responsibilities

1. ( ) Demonstrates knowledge of school nursing and the education department.
2. ( ) Establishes effective communication with staff, the family and community.
3. ( ) Demonstrates competencies in performing short term health assessments.
4. ( ) Uses sound professional judgment and upholds the professional and ethical standards of nursing.
5. ( ) Is reliable, prompt, cooperative and courteous.

### B. Student Conduct

6. ( ) Applies the principles of the developmental, educational and nursing process.
7. ( ) Recognizes and respects individual worth and differences.
8. ( ) Identifies health problems and makes valid referrals for remediation or adaptation with the approval of the cooperating nurse.
9. ( ) Uses health counseling and teaching to encourage student responsibility for their health needs.
10. ( ) Does periodic follow-up on identified health problems and referrals.

### C. Presentation Skills

11. ( ) Plans, organizes and implements screening procedures effectively.
12. ( ) Is flexible and resourceful in carrying out the health program.
13. ( ) Keeps accurate medical records, files reports promptly, analyzes and evaluates findings.
14. ( ) Manages health office efficiently.
15. ( ) Acquires current health information and is familiar with community resources.

### D. Professional Growth

16. ( ) Accepts and uses constructive criticism for improvement.
17. ( ) Demonstrates increasing competencies and knowledge.
18. ( ) Takes initiative and uses creativity.
19. ( ) Keeps informed about current professional research, literature and organizations.
20. ( ) Keeps abreast of current issues, especially as they relate to health.

In my professional opinion, the student has:

- Represented Caldwell College well by demonstrating integrity and competency in his/her work performance.
- Made reasonable progress in completing the Activity Checklist.
- Demonstrated a positive attitude toward the practicum experience.
- Made a sincere attempt to handle any issue as it arose.
- Adequately performed activities reflecting the National Association of School Nurses Standards of professional School Nursing Practice and entry level competencies for school nurses.

Comments:

\_\_\_\_\_  
Cooperating School Nurse Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Supervisor Signature

\_\_\_\_\_  
Date

**CALDWELL COLLEGE EDUCATION DEPARTMENT**  
**Health Teacher Evaluation Form**

Student: \_\_\_\_\_ Dates: From \_\_\_\_\_ To: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Address: \_\_\_\_\_

Kindly place an appropriate number next to each statement.

- (5) Excellent (4) Very Good (3) Good/Satisfactory  
(2) Improving (1) Below average – Please attach narrative.

**A. Knowledge Base**

1. ( ) Applies correct and effective use of the English language in speaking and writing.
2. ( ) Demonstrates knowledge in the content area.
3. ( ) Demonstrates ability to clearly state and effectively implement goals.
4. ( ) Organizes subject matter with sequenced learning activities.
5. ( ) Writes clear lesson plans based on long and short term objectives.
6. ( ) Develops objectives which fit the student's instructional level.
7. ( ) Applies learning and motivational theories appropriate to student behavior.
8. ( ) Maintains classroom discipline.
9. ( ) Demonstrates respect and fairness in dealing with all students.
10. ( ) Creates a positive atmosphere for learning.
11. ( ) Initiates lessons by arousing the interest in learning.

**B Diagnostic Skills**

12. ( ) Provides opportunities to include all students in classroom activities.
13. ( ) Demonstrates sensitivity to differences in abilities, learning styles and social and cultural backgrounds.
14. ( ) Develops and uses teacher made tests and other forms of assessment for the purpose of assigning grades and providing student feedback.

**C. Presentation Skills**

15. ( ) Demonstrates the ability to counsel based on an understanding of the students background, experience, values and ability.
16. ( ) Makes wise decisions based on evaluation of suitable approaches to learning.
17. ( ) Offers various diverse and appropriate plans or presentations.
18. ( ) Demonstrates creativity in teaching approaches and encourages student creativity.
19. ( ) Uses current accurate materials effectively.
20. ( ) Uses studio visual aids effectively.
21. ( ) Demonstrates the ability to schedule lessons and adapt to changes as needed.
22. ( ) Shows the ability to control the variables: self, students and resources.
23. ( ) Offers clear and complete explanations, directions and assignments.
24. ( ) Makes several, smooth transitions between activities and lessons.
25. ( ) Concludes lessons via summary, review or similar process.

- 26. ( ) Demonstrates the ability to ask thought provoking questions.
- 27. ( ) Knows how to properly handle student questions.
- 28. ( ) Varies types of questions.
- 29. ( ) Stimulates critical thinking;, problem solving and decision making.
- 30. ( ) Integrates student questions and comments into lessons and involves students in the process.
- 31. ( ) Involves students in discussions and activities.

**D. Professional Behavior**

- 32. ( ) Demonstrates a sincere interest in the teaching profession and a desire to contribute through dedicated service.
- 33. ( ) Gives evidence of conscientiousness in the performance of all tasks.
- 34. ( ) Seeks, weighs and acts upon advice.
- 35. ( ) Develops existing skills and continues to acquire new ones.
- 36. ( ) Dresses professionally at all times.
- 37. ( ) Maintains attendance and student records as required.

In my professional opinion, the student has:

Represented Caldwell College well by demonstrating integrity and competency in his/her work performance.

- Made reasonable progress in completing the Activity Checklist
- Demonstrated a positive attitude toward the practicum experience
- Made a sincere attempt to handle any issue as it arose
- Integrated the Professional Standards for Teachers (New Jersey Administrative Code 6A:9-3.3) at an entry level for teachers

Comments:

---

Cooperating Teacher Signature

Date

---

Student Signature

Date

---

College Supervisor Signature

Date

***CALDWELL COLLEGE SCHOOL NURSE PROGRAM***

***Health Office Schedule***

Student's Name:

School:

Date:

**Guidelines for Completing the Health Office Schedule Form**

1. With the assistance of your cooperating school nurse, plan your week in advance.
2. Indicate in the far left column, the times of each period or portion of the day according to how it is divided.
3. Fill-in lunch and/or prep time.
4. Indicate what you plan to do each day. (start vision screening, grade 4, etc.)
5. Place an "O" next to the activity if you plan to observe the cooperating nurse.
6. Place a "T" next to the activity if you plan to do the testing.
7. Place an "Rx" if you are giving medications.
8. Place an "F.A." if you are doing assessments and first aid.
9. Reference the activity checklist at the end of the week so as many different items as reasonable can be completed.
10. Submit a weekly schedule for each of the four weeks you are doing your practicum.

Each week, make two copies of this schedule. Keep one for yourself to make changes as needed and mail/fax a copy to your advisor on Thursday for the following week.

Name: \_\_\_\_\_ Health Office Schedule - Week of: \_\_\_\_\_

Date/Times	Monday	Tuesday	Wednesday	Thursday	Friday
Before students arrive					
First Period					
Second Period					
Third Period					
Fourth Period					
Fifth Period					
Sixth Period					
Seventh Period					
Eighth Period					
After students have left for the day.					

**CALDWELL COLLEGE EDUCATION DEPARTMENT**

**Teaching Schedule**

Student's Name:

School:

Date:

**Guidelines for Completing the Teaching Schedule Form**

1. With the assistance of your cooperating teacher, plan your week in advance.
2. Indicate in the far left column, the times of each period or portion of the day according to how it is divided.
3. Fill-in lunch and/or prep time.
4. Indicate the topic planned for the class for each period. (Nutrition – Grade 3, Substance Abuse – Grade 1)
5. Place an “O” next to the topic if you are planning to observe the cooperating teacher.
6. Place a “T” next to the topic if you will be teaching the class.
7. Place an “R” in the box if you will use this time for research.
8. Keep a weekly record of accumulated teaching, observations and research times.

A copy of this form must be completed for each week of student teaching. Please mail/fax a copy to your college supervisor on Thursday for the following week. Indicate where/how your supervisor can locate you for planned observations.

	Weekly Hours	Hours to Date
Research Time:	_____	_____
Observation Time:	_____	_____
Teaching Time:	_____	_____

Name: \_\_\_\_\_ Schedule for Teaching – Week of: \_\_\_\_\_

Date/Times	Monday	Tuesday	Wednesday	Thursday	Friday
Before Students Arrive					
First Period					
Second Period					
Third Period					
Forth Period					
Fifth Period					
Sixth Period					
Seventh Period					
Eighth Period					