

Field-Based Experience (FBE) Requirements Guidance Document

As part of the certification process through the Texas State University, you are required to complete **50 clock-hours** of field-based experiences (FBE) prior to your internship or clinical teaching. These experiences are mandated by the Texas Education Agency (TEA) under §228.43 of the Texas Administrative Code.

Below is a breakdown of the requirements and steps to successfully complete your field-based experiences:

1. Total Hours Requirement

- You must complete **50 clock-hours** of field-based experiences in an authentic school setting before your internship or clinical teaching.
- These experiences will expose you to real-world classroom environments and give you an opportunity to observe and engage in instructional practices.

2. Active Engagement Hours

- **25 of the 50 hours** must be spent actively engaged in instructional activities, supervised by a certified teacher. These activities may include:
 - Small group instruction
 - Tutoring students
 - Presenting whole-class instruction
 - One-on-one student support
 - Classroom management practice
 - Supporting lead teacher instruction
 - Co-teaching

3. Setting Requirements

- The experiences must occur in **authentic school settings** that are accredited by the Texas Education Agency (TEA) or recognized by the Texas Private School Accreditation Commission (TEPSAC).
- You must be supervised by content-certified teachers working with actual students

in classrooms or instructional settings that match the grade level and content area of your certification.

4. Documentation and Reflection

- After each field-based experience, you are required to submit a **written reflection** guided by the EPP (Observation Log in Canvas Student Resource Site).
- The reflection must:
 - Be unique for each experience.
 - Provide a detailed account of the instructional practices you observed or participated in.
 - Identify key educational strategies and teaching methods.
 - Please note: The time spent writing reflections does **not** count toward the 25 hours of active engagement.

5. Flexibility for Up to 25 Hours

- You may complete **up to 25 of the 50 hours** through alternative means such as:
 - Video observation or other technology-based methods.
 - Previous experiences as a teacher of record, substitute teacher, or educational aide, provided these are approved by the EPP.

6. Long-Term Substitute Experience

- You may also fulfill **up to 15 hours** of your field-based experience by serving as a long-term substitute teacher (defined under §228.2 of TAC). These hours must be documented and occur after your admission to the EPP or within two years prior to your admission.

Steps to Secure a Placement

To find a placement for your field-based experiences, you will need to reach out to a school or district and request permission to complete your hours. You can use the **Field-Based Experience Request Letter** provided by the Office of Educator Preparation as a formal way to request placement. This letter outlines the program requirements and serves as an official request to the school district.

Here's how to proceed:

1. **Identify a School or District:** Look for TEA or TEPSAC-accredited public or private schools where you would like to complete your hours. You may reach out to schools with which you have connections or a particular interest.
2. **Submit the Request Letter:** Use the **Field-Based Experience Request Letter** to formally request permission from the school or district to complete your hours. Make sure to personalize the letter if necessary.
3. **Follow the School's Requirements:** Once you've received approval, ensure that you follow any additional steps the school or district requires for your placement. This might include background checks, orientation sessions, or specific protocols for working with students.
4. **Track Your Hours:** Document your hours accurately and ensure you are fulfilling the active engagement hours. Keep records of your hours and reflections, as these will be submitted to your Canvas Student Resource Site.