

School of Education and Human Sciences

Recent P-12 Experiences Guidelines

All faculty, full time and adjunct, who are teaching methods courses must fulfill the recent P-12 classroom expectations of the Alabama Administrative Code (2025, 290-3-3-.01(51)). The Code mandates that faculty who have not been employed in a P-12 setting within the past five years must spend at least 10 hours per year in P-12 schools to maintain current knowledge of the experiences of P-12 educators. This ensures compliance with the Alabama State Department of Education's requirements for educator preparation.

Guidelines for Faculty Members Who Have Not Been Employed in P-12 Settings Within the Most-Recent Five-Year Period Implementation:

1. Applicable Courses

The guidelines apply to faculty (including CCIs) who teach the following School of Education and Human Sciences (SEHS) courses on the Alabama State Board of Education-approved program checklist: professional studies, internship, and pedagogy-related teaching field courses.

2. Time and Suggested Experiences

The Alabama Administrative Code stipulates that faculty must spend 10 hours per year in P-12 schools. This time is documented and reported to the ALSDE annually.

3. Preparation for Recent P-12 Experiences

a. Background Clearance

Faculty members completing recent classroom experiences for UAB must have a cleared background through the ALSDE, which can be publicly searched using the [TCERT Portal](#). Faculty teaching the identified courses requiring recency experiences may request reimbursement from the SEHS for the cost of fingerprinting through the ALSDE's provider. [Find information to register for fingerprinting within the link.](#)

b. Settings for Recent Experiences

The SEHS maintains a memorandum of agreement with partner districts throughout the state and region. Faculty may make their own arrangements for P-12 experiences. If a faculty member needs support in securing a placement in a P-12 school, the Director of the Office of Clinical Experiences can provide guidance.

4. Documentation of Experiences

At the end of each academic year, faculty members must document their P-12 experiences through a [Qualtrics survey](#). These experiences should include the duration, the activities undertaken, and the insights gained.

5. Compliance

The Qualtrics survey report will be provided as part of the full-time faculty member's annual review (e.g., as an appendix to the required narrative). For adjuncts, the Qualtrics survey report will be included in their employment file and considered when renewing the contract. Non-compliance with the guidelines may result in corrective actions, including but not limited to, reassignment of duties and non-renewal of contract.

Suggested P-12 Classroom Experiences

- Participate in P-12 state initiative training (e.g., dyslexia AMSTI, and ARI training; ALEX workshop; etc.)
- Conduct activities or lessons for P-12 students in school/university-based or community settings (e.g., Vocabby's World, McWane Center, etc.)
- Participate in peer coaching with a P-12 educator
- Participate in professional development with P-12 educators (e.g., book study)
- Lead a professional development session for P-12 educators
- Conduct action research or school-based research project that involved teaching P-12 students
- Teach, co-teach, or guest teach in a P-12 classroom
- Teach methods course that include model lessons and/or demonstration lessons at P-12 or community-based sites
- Shadow a P-12 educator
- Participate in a walk-through (e.g., Literacy Spotlight School Showcase)
- Observe and debrief with initial certification teacher candidate
- Observe and provide feedback and support to recent completer