

REQUEST FOR FIELD EXPERIENCES

Instructions: Request field experience placements through the Office of Clinical Experiences (OCE), 101 Graves Hall. Each field experience packet submitted in the OCE must contain the following pertinent information before being given to the Director of Field Experiences and Clinical Practice to assign and confirm placements.

- Completed "Request for Field Experience Placement" form
- Course field experience requirements and/or objectives
- Appropriate and completed "Student Information" form on EACH student listed on the course roster (notify the OCE of any additions or withdrawals)

A. The instructor should review the following information before completing and submitting the field experience packet:

- Course Syllabus
- Confirm the number of approved and required field experience hours for the course with the department
- Course assignments to be completed at the placement site
- Course calendar
- Field experience absence statement
- Not completing minimum number of field experience hours statement
- Professional Educator Dispositions
- Reasons for Concern process
- Prepare letter from the instructor, requirements, and objectives summary page for placement packet. This is not the course syllabus. This needs to be something that describes assignments and communicates what is expected of the teacher and the student during the placement.

B. The instructor should fully complete the Request for Field Experience Placement form and submit in the field experience packet:

- Course Information
- Placement Information
 - Minimum, approved field experience hours: check with the department; cannot be a variable amount; must be consistent with other sections of the same course
 - Beginning date: do not state as soon as possible; specific calendar date needed to establish deadline and time period for placements; placements cannot be assigned until instructors have completed packet submission and/or submission of a student's information form
 - Supervision: please indicate if anyone from UA will be on site to supervise; make sure you contact the mentor teachers and

placement sites to inquire about your students; send an introductory email to all hosts; email addresses are listed on the placement spreadsheet and/or in LiveText

- Provide details: the more detailed in your description of the type of setting needed for the course the better; placements are made according to provided details and individual student's placement history

C. The instructor should review the following information in order to instruct students on the appropriate student information form to complete. Students will not receive a placement until confirmation of background clearance is on file with the Office of Student Services (104 Carmichael Hall). Students should have purchased LiveText and added the Field Experience Management Module (FEM) in LiveText if they have not already done so. They only need to purchase the FEM and have documentation of background clearance once.

1. Identify non-education majors enrolled in the course
 - contact Jessica Lovett in the Center for Service and Leadership at UA (jelovett@ua.edu/205-348-6495) and register your course so non-education majors are able to schedule field experiences through SLPro

Note: The Office of Clinical Experiences is not involved with placements for non-education majors. The instructor will communicate directly with the Center for Service and Leadership to arrange and verify field experiences for non-education majors.

2. Identify education majors who reside outside Tuscaloosa County and are not currently employed:
 - Students should secure their own potential placement site according to course/instructor guidelines
 - Students should complete the Permission Form for Field Experience and Student Information and indicate the administrator **and** the classroom teacher responsible for supervision during the placement

Note: In some instances, prior approval for the field experience placement must be secured from a School Board after information is provided to the OCE. This will prolong the process of confirming the field experience placement.

The Office of Clinical Experiences will confirm with the administrator and teacher that they are willing to allow the UA student into their classroom/school before a placement is confirmed.

The student may not report to the PreK-12 environment until they have received email notification with placement details and information.

3. Identify education majors who are currently employed in an approved PreK-12 environment:

- Students should complete the Permission Form for Field Experience and Student Information and obtain the administrator's signature
- If the student will be working with another classroom teacher in the school, this information must be provided
- The student's administrator will be the assigned supervisor and responsible for verifying completion of field experience hours and completing the CP 285 Professional Practices evaluation via LiveText at the conclusion of the placement

Note: In some instances, prior approval for the field experience placement must be secured from a School Board after information is provided to the OCE. This will prolong the process of confirming the field experience placement.

The Office of Clinical Experiences will confirm with the administrator that s/he is willing to allow the UA student to complete field experiences before a placement is confirmed.

4. Identify education majors who need the OCE to secure a PreK-12 placement:

- Students should complete the Field Experience Student Information Form, include any special requests, and submit them to the instructor to submit with all other student forms

D. Office of Clinical Experiences Contact Information:

Submit the request for field experience packet in person to The Office of Clinical Experiences in 101 Graves Hall.

- Amanda Brown will receive and process the Request for Field Experience packets for undergraduate courses before submitting them to Dr. Brown.
- Brittney Hyche will receive and process the Request for Field Experience packets for graduate courses before submitting them to Dr. Brown.

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