REQUEST FOR FIELD EXPERIENCES

Instructions: Request field experience placements through the Office of Clinical Experiences (OCE), 107 Carmichael Hall. Each request for field experience 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” DocuSign form: https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=87c83568-ef2b-4fb9-852f-bd312b849056&env=na2&acct=046ae80d-7495-4a39-a960-9a4b16ff5c0f&v=2
- Course field experience requirements and/or objectives (attached to the DocuSign form)
- Appropriate and completed “Student Information” form on EACH student listed on the course roster (notify the OCE of any additions or withdrawals) (instructor to email all student information forms to OCE at educlinicaloffice@ua.edu)

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

- 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 welcome email from the instructor; requirements and objectives summary page attached to DocuSign field experience request. You should not attach the course syllabus. List of requirements needs to be something that describes assignments and communicates what is expected of the mentor teacher and UA student during the placement.

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

- Course Information (attached to DocuSign)
- 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 the request for field experience 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 UA students; send an introductory email to all hosts; email addresses are listed on the placement spreadsheet and/or in Watermark Student Learning & Licensure (SLL)

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 UA student’s placement history

C. The instructor should review the following information in order to instruct UA students on the appropriate student information form to complete. UA students will not receive a placement until confirmation of background clearance is on file with the Office of Student Services (104 Carmichael Hall). UA students should have purchased Watermark Student Learning & Licensure (SLL) 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 Center for Service and Leadership (bamapulse@ua.edu, 205-348-2865) and register your course so non-education majors are able to schedule field experiences and log hours through Bama Pulse

   **Note:** The OCE is not involved with placements for non-education majors. The course 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:
   - UA students should secure their own potential placement site according to course/instructor guidelines
• UA students should complete the Permission Form for Field Experience and Student Information and indicate the administrator and the P-12 mentor 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 OCE will communicate with the UA student and course instructor if additional information is requested by the School Board.

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

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

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

• UA students should complete the Permission Form for Field Experience and Student Information and obtain the administrator’s signature

• If the UA student will be working with another mentor teacher in the school, this information must be provided

• The UA student's administrator will be the assigned supervisor and responsible for verifying completion of field experience hours and any evaluations assigned in SLL 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 OCE will communicate with the UA student and course instructor if additional information is requested by the School Board.

The OCE 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 setting or other agency placement:

- UA 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. **Current OCE Contact Information:**

Remember to submit the request for field experience DocuSign and attach the objectives. Submit the appropriate student information forms for each UA student enrolled in the course by email to educlinicaloffice@ua.edu.

OCE office staff will process each course field experience request, confirm background clearance, research placement histories, and submit all documents to the Director of the Office of Clinical Experiences.

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