

REQUEST FOR FIELD EXPERIENCE PLACEMENT

(to be completed by course instructor)

Semester: _____ Year: _____

Submit a completed field experience packet to the Office of Clinical Experiences (OCE), 107 Carmichael Hall, Box 870231, as soon as possible but **a minimum of 2 to 3 weeks prior to the start date** indicated on the form below. Instructors must include the following:

- Completed "Request for Field Experience Placement" Form
- Course Field Experience Requirements and Objectives

Placements are made for students enrolled in courses by UA's drop/add date. If a student is expected to enroll but has not, please notify the OCE as soon as possible so arrangements can be made.

If these documents are not attached, the course instructor is to email them to educlinicaloffice@ua.edu or deliver them to 107 Carmichael.

Course Information:

Instructor's name: _____

Instructor's office location and phone number: _____

Instructor's email: _____

Course number and title: _____

Course CRN: _____

Course meeting days and times: _____

Class meeting location: _____

Placement Information:

Number of approved field experience clock hours students are required to complete for this course: _____

Specific calendar dates of field placement: Start Date: _____ End Date: _____

Mark one of the following:

On-site field experience supervision by Instructor

On-site field experience supervision by _____;
Phone number: _____ Email Address: _____

NO onsite field experience supervision by Instructor: Digital communication

Please provide a detailed description of the type of placement needed for the requested course. (i.e. grade level(s), content, setting, general education classroom, number of teacher candidates per classroom, etc.) Your course objectives should be attached as a separate document and not listed below.
