

Permission Form for Graduate Level Placements and Advanced Clinicals

The graduate student is responsible for the following:

- secure permission to complete field experience in an approved setting
- obtain the administrator's signature
- provide the correct school system name, superintendent's name, and superintendent's email address for their school system for the Affiliation Agreement
- list all courses in the current semester which this field experience placement will be used (courses with a field experience component)
- submit the completed permission form to each instructor for courses noted above and to educlinicaloffice@ua.edu

The course instructor is responsible for the following:

- Submit request for field experience form and objectives to OCE
- Collect all permission forms from students enrolled in the course and submit to OCE
- Approve the student's placement meets the course requirements

OCE is responsible for the following:

- Verify background check has been completed
- Obtain an Affiliation Agreement from the school system (if not already on file) **(placements will not be added to SLL until an Affiliation Agreement has been fully signed)**
- Add placements to SLL, as indicated by the request for field experience and information provided on this form
- Send placement confirmation email to student, administrator, classroom teachers (if indicated), and course instructor

Semester and Year: _____ Courses: _____

UA Graduate Student's Name: _____

Crimson Email Address: _____

Program of Study and Certification: _____

Placement Site (full name): _____

School System: _____

School System's Mailing Address (street, city, state, & zip):

School System's Phone Number: _____

School System's Website Address: _____

School System's Superintendent: _____

School System's Superintendent's Email Address: _____

Site Administrator's Name: _____

Site Administrator's Email Address: _____

Mentor Teacher's Name (if applicable): _____

Mentor Teacher's Email Address (if applicable): _____

Setting Details (i.e. classroom, grade, etc. If SPE, provide specific classroom style details. If Secondary, provide subjects taught.):

Who will be responsible for approving hours in SLL and who will be responsible for completing any observations (if requested by course instructor) in SLL? These individuals will need to be given access to SLL by OCE staff.

Is the administrator listed above responsible for approving field experiences and/or internships at the site? (If no, please specify the administrator responsible for approvals and include his or her contact information – full name, title (position), phone number, and email address.)

The graduate student is responsible for securing permission to complete his or her field experiences in an approved setting. The graduate student should submit a signed copy of this form to the course instructor and educlinicaloffice@ua.edu as soon as possible.

Dear UA Office of Clinical Experiences:

I understand that a field experience is required for the course(s) indicated, in the College of Education, at The University of Alabama. I am aware of the requirements for this course and give my permission for the field experiences to be completed by the graduate student at the site listed above.

Sincerely,

Administrator's Signature

Date