



Application for Field Experience in School of Employment

Student's Name _____ MUID # _____

Application due dates:

September 20th for Spring Semester

February 20th for Summer and Fall Semester

Please indicate which Field Experience course you are applying:

- ☐ Fieldwork I/Fieldwork II/Initial Field Experience (EDUC398, EDUC399, EMAT601)
- ☐ Professional Practicum (EDUC485, EMAT608)
- ☐ Mentored Practicum (EDUC488, EMAT609) *for students employed as TEACHERS*
- ☐ Student Teaching (EDUC492, EMAT611)
- ☐ Internship (EDUC 498, EMAT612)

****Per the GaPSC, only TWO field experiences can be completed at your place of employment/your school****

Name of School _____ School System _____

Current Grade _____ Current Subject _____ Employee ID# _____

Role in school (circle one) Teacher /Teacher Assistant/ Paraprofessional Other: _____

*Is this a private school or a childcare facility? ___ Yes ___ No

What are the accreditations of your school (check one)?

___ SACS <http://www.sacs.org> ___ Quality Rated <http://dec.al.ga.gov> ___ GAC <http://gac.coe.uga.edu>

**Please provide a copy of accreditation - If the school is not accredited, placement is not acceptable, and your request cannot be considered.*

Have you passed the GACE I/II test? ___ Yes ___ No

If yes, please list tests taken 1. _____ 2. _____

Do you hold a Provisional (IN4T) or Non-Renewable certificate with the GA PSC: ___ Yes ___ No

If yes, in what field _____

If no, has a Non-Renewable (or equivalent) certificate been requested on your behalf? ___ Yes ___ No*

Date provisional was requested on _____

**All Mentored Practicum / Internship students must have a pre-service, provisional or Non-Renewable for approval. This includes private schools.*

Field Experience On-Site Approval Form

1. List the details of your field experience for which you are applying. Include the grade level/subject(s) of the classroom where you will be placed, indicate to which teacher you will be assigned, and provide a brief description of the classroom setting (i.e., regular ed., special ed. inclusion, etc.) **Note: self-contained special ed. classrooms are not appropriate settings.**

Grade requesting _____ Subject _____

2. **NOT Teacher of Record:** Please describe the plan that is in place that will release you from your current responsibilities as a paraprofessional, assistant teacher, or another staff employee. **When will you report to the classroom?**

3. **Teacher of Record:** Provide a detailed plan for fulfilling the requirements of full-time student teaching while employed. (i.e. classroom schedule) Classroom schedules will need to reflect the upcoming semester/academic year and can be submitted as an attachment of this packet.

For Administration and Cooperating Teachers

Teacher candidates requesting placement where they are currently employed will need to be assigned a Cooperating Teacher/Mentor Teacher for each experience. **Cooperating Teachers (CT) must have a minimum of three years of teaching experience and be certified in a grade level consistent with the certification level being sought by the teacher candidate.** This/these individual(s) will be required to complete all evaluative forms, monitor the teacher candidate's progress, provide professional assistance, and meet with the University Supervisor.

By signing this form, you are indicating you are aware of the candidate and his/her intent of conducting fieldwork in the school he/she is employed while completing their program at Mercer University. **Mercer will also forward a request for placement to the county's HR department for final approval.**

Cooperating Teacher: _____
Required (Teacher Candidate cannot be CT)

CT Grade/Subject: _____

Cooperating Teachers GaPSC Cert ID# _____
Required

CT Email: _____
Required- School email address ONLY

Required Cooperating Teacher (Signature) Date Signed

Required Principal (Signature) Date Signed

Please email completed packet as a PDF file to the office of field placement: tiftfieldplacement@mercer.edu