



# Application for Field Experience in School of Employment

Student's Name \_\_\_\_\_ MUID # \_\_\_\_\_

**Application due dates:**

September 20<sup>th</sup> for Spring Semester

February 20<sup>th</sup> 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 ) \*for students employed as TEACHERS\*

Name of School \_\_\_\_\_ District System \_\_\_\_\_

Current Grade \_\_\_\_\_ Current Subject \_\_\_\_\_ Employee ID# \_\_\_\_\_

1. What is your current role at your place of employment?

☐ Lead Teacher ☐ Co-Teacher ☐ Paraprofessional/Teacher Assistant ☐ Other: \_\_\_\_\_

2. Is this a private school, charter or a childcare facility? ☐ Yes ☐ No

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

☐ SACS\* <http://www.sacs.org> ☐ Quality Rated\* <http://decal.ga.gov> ☐ GAC\* <http://gac.coe.uga.edu>

4. What current certification do you hold with the GaPSC? ([Mypsc.com](http://Mypsc.com))

☐ Pre-Service Certificate ☐ Provisional Certificate (IN4T) ☐ Non-Renewable Certificate

5. Cluster Requirement understanding:

- ☐ I understand that teacher candidates are required to have field experiences in two different placements in terms of school demographics and have field experiences in three different grade bands/clusters to meet certification requirements.
- ☐ I understand that I have to meet all grade/concentration area requirements for my program and may need an additional field experience should I request the same setting more than one time.

# Field Experience On-Site Approval Form

1. List the details of your field experience for which you are requesting to be placed in.

a. Are you requesting placement within your own classroom? ☐ Yes ☐ No

b. Grade Requesting \_\_\_\_\_ Subject(s) Requesting \_\_\_\_\_

c. Classroom Setting Requesting (check one):

☐ General Education

☐ Inclusion/Gen. Ed

☐ Self- Contained Special Education\*

**\*Note: self-contained special ed. classrooms are not appropriate settings.**

2. Provide a detailed schedule for how you will complete your program requirements while employed. Classroom schedules will need to reflect the upcoming semester/academic year and can be submitted as an attachment of this packet.

a. How many hours per week will you be reporting to your requested classroom?

☐ 4.5-6 hrs. per week

☐ 6-10 hrs. per week

☐ Fulltime (37+) hrs. per week

b. How many days per week will you be reporting to your requested classroom?

☐ One day per week

☐ Two to three days per week

☐ Five days per week

## 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: \_\_\_\_\_

**Required**

Cooperating Teachers GaPSC Cert ID# \_\_\_\_\_

**Required**

CT Email: \_\_\_\_\_

**Required- School email address ONLY**

\_\_\_\_\_  
Required Cooperating Teacher (Signature)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Required Principal or Assistant Principal (Signature)

\_\_\_\_\_  
Date Signed

**Incomplete packets will not be accepted.**

**Please email completed packet as a PDF file to the office of field placement: [tiftfieldplacement@mercer.edu](mailto:tiftfieldplacement@mercer.edu)**