Student Field Placement Request

1. Student Information

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ On Campus ☐ Off Campus

 Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@rams.shepherd.edu EDUC\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Program Information

 \_\_\_\_\_ Art Education, P-Adult \_\_\_\_\_ Family and Consumer Sciences Education, 5-Adult \_\_\_\_\_ Spanish Education, 5-Adult

 \_\_\_\_\_ Biology Education, 9-Adult \_\_\_\_\_ General Science Education, 5-Adult **Endorsement:**

 \_\_\_\_\_ Chemistry Education, 9-Adult \_\_\_\_\_ Mathematics Education, 5-Adult \_\_\_\_\_ Early Education, Pre-K-K

 \_\_\_\_\_ Early Education, Pre-K-K \_\_\_\_\_ Music Education, P-Adult \_\_\_\_\_ Health Education, 5-Adult

 \_\_\_\_\_ Elementary Education, K-6 \_\_\_\_\_ Physical Education, P-Adult \_\_\_\_\_ Mathematics Education, 5-9

 \_\_\_\_\_ English Education, 5-Adult \_\_\_\_\_ Social Studies Education, 5-Adult \_\_\_\_\_ Social Studies Education, 5-9

1. Previous Field Experiences

EDUC \_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade & Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUC \_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade & Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUC \_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade & Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUC \_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade & Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Personal Information
2. High School Graduate of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City & State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Are you employed in any capacity by any school system? ☐ Yes ☐ No

 If yes, please identify district/school(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you have any relatives employed by any local school system? ☐ Yes ☐ No

 If yes, please identify district/school(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Do you have any relatives attending school in any local school system? ☐ Yes ☐ No

 If yes, please identify district/school(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

V. Agreements

*All statements must be checked for request to be processed.*

☐ I understand that I am NOT permitted to contact any school(s) to make my own arrangements, under any circumstances, even if I have a friend or family contact in the school system.

☐ I understand that I may be placed in ANY local school for my field placement. Placements cannot be guaranteed based on preferences or special requests.

☐ I understand that my placement will not be changed once it is confirmed by the school system. An exception is to a request by the school system, if any change is made students will be notified.

☐ I understand that I am responsible for providing my own transportation to the assigned school.

 ☐ I do not have my own transportation. I understand that a placement within walking distance will be requested but cannot be guaranteed.

☐ I understand that I must have proof of a current TB test prior to reporting to any assigned school for field experience.

☐ I understand that I must fulfill all scheduled hours of my field experience.

☐ I understand that I am responsible for obtaining the contact information for an assigned teacher after I have received an assignment for field experience.

☐ I understand that I am responsible for contacting my instructor and the field placement coordinator (hbaker@shepherd.edu) immediately should I no longer need a field placement.

☐ I understand that I may not complete my field experience at a school where I currently or have previously worked in any capacity.

☐ I understand that I may not complete my field experience at a school where my family members and or relatives are currently employed in any capacity.

☐ I understand that I may not return to the high school where I graduated to complete field experience.

☐ I understand that my field experience must be completed in the area of which I am seeking certification.

☐ I have read & understand the conditions & consequences of VOLUNTARY WITHDRAWAL and INVOLUNTARY WITHDRAWAL from a field experience. (SEE PAGE 2)

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4/2015