

EDCI 201 Early Field Experiences Placement – Instructions & Deadlines

Reminder:

Monitor your catamount e-mail address. Per university policy, this is the address we will use for reminders, announcements, and other communication. Also use this account when contacting our office electronically.

All students: Timesheets are due by 5:00pm December 2, 2011

Self-placement at home county school:

EDCI 201 students are allowed to complete their observations at their home schools. These hours can be completed during the semester break, though arrangements must be confirmed by September 23 using the Early Field Experiences Contract form. Students needing to fax the contract form to the school may do so from our office. However, students are responsible for ensuring that the completed application packet is returned by September 23:

- Signed Application (page 2 of this form)
- Certification Form
- Background Check less than 6 months old from CertifiedBackground.com (Package Code CU98). Must be results page – not receipt of order. Results generally take 1-3 days to post.
- Contract signed by host teacher and school principal (prior to observations)

Note – The self-placement option and ability to complete observations during the semester break is only available for EDCI 201. Future classes will have more complex assignments requiring observations made over longer periods and will therefore only be made in our region.

Placement by the Office of Field Experiences:

Placements will begin September 6, 2011 on a first come first serve basis and continue until the deadline of September 23, 2011. Late or incomplete applications will not be accepted. Applications can be submitted early. Application packet must include:

- Signed Application (page 2 of this form)
 - Certification Form
 - Background Check less than 6 months old from CertifiedBackground.com (Package Code CU98). Must be results page – not receipt of order. Results generally take 1-3 days to post.
- Applications can be submitted before September 6 and held for placement.

Students placed by the Office of Field Experiences should submit their contract signed by their host teacher after the first observation session.

Absolutely no placements will be made by the Office of Field Experiences after September 23, 2011

Alternative Assignments: With permission, students may complete up to half of their observation hours in an alternative setting with school age children. Examples are coaching, tutoring, or assisting with the Tournament of Champions (music majors). The alternative assignment form is on the web site and must be submitted with signatures with the application packet.

Carpooling: While sympathetic to transportation issues, we cannot be responsible for arranging transportation. However, we will attempt to place all members of a carpool in the same location at the same time. Applications of all carpool members should be submitted together with a note to requesting the schedule match.

Additional details about Early Field Experiences and all related forms are available at <http://www.wcu.edu/9969.asp>

Note: Applications submitted without background check information from CertifiedBackground will not be processed.

Request for EDCI 201 Early Field Experiences Placement – 14 hours total

Name _____ Major _____

Semester: Fall 2011 Student ID No (92#): _____ Phone _____

Street address and city: _____

Counties of preference for placement (list 3 – not a guarantee of placement in these locations):

If Self-placing:
 Application, Background & Liability Info Sheet, Background Check Results, and Contract due 5pm September 23.
 Contract must be signed by both host teacher and principal prior to observing at school.

The Office of Field Experiences does not make placements outside our region. If a distance school requires that the Office of Field Experience negotiate the placement, the placement will not be made. Students are responsible for any additional costs or requirements made by the hosting school system as well as transportation costs.

School: _____

Host Teacher (cannot be a relative): _____

If requesting placement by Office of Field Experiences:
 Application, Certifications Form, and Background check results due 5pm September 23, 2011.
 Complete contract at first observation and return to office.

Indicate your schedule for this semester by putting courses, work, etc in the appropriate spaces:
 Leave spaces for availability including travel time of up to one hour.
Students are responsible for transportation to and from field placement sites.
 While mindful of student locations, interests, and budgets, we cannot guarantee a preferred placement for anyone.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					

All students: Timesheets are due by 5:00pm December 2, 2011.

Signature _____ Date _____