

## ***Request for Early Field Experiences Placement, PSY 323 and SPED 339***

### **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**

### **No Self-Placement with home school system:**

Self placements are not permitted in Psychology 232 or SPED 339 in order to coordinate with extended course assignments. Observations need to cover at least 4 separate weeks.

### **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. No late or incomplete applications will be accepted. Applications can be submitted early. Application packet must include:**

- Signed Application (page 2 of this form)
- Certification Form
- Background Check less that 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 to Killian 228 or fax to 828-227-7610.

### **Concurrent placement with employment or another class:**

- Signed Application (page 2 of this form)
- Certification Form
- Background Check has already been completed through other class or employment in school. No need to resubmit here.

Complete and return packet to the Office of Field Experience by 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 student 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>**

## ***Request for Early Field Experiences Placement, PSY 323 and SPED 339***

Name _____ Major _____
Semester: <u> Fall 2011 </u> Student ID No (92#): _____ Phone _____
Street address and city: _____
Counties of preference for placement (list 3 – not a guarantee of placement in these locations):  _____

<b>Select one:</b>	
	PSY 323 & SPED 339 – 24 hours of observation by 5:00pm December 2, 2011
	PSY 323 only – 16 hours of observation by 5:00pm December 2, 2011
	SPED 339 only – 16 hours of observation by 5:00pm December 2, 2011

<b>If concurrent placement with employment or another class:</b> Do submit this application and the Certifications Form. Background check not required.
School: _____
Host Teacher: _____
Host Teacher e-mail: _____
Concurrent class if applicable: _____

<b>If requesting placement by Office of Field Experiences:</b>						
No Self-placement permitted for PSY 323 or SPED 339.						
Indicate your schedule for this semester by putting courses, work, etc in the appropriate spaces:						
Leave spaces of availability including travel time of up to one hour.						
<b>Students are responsible for transportation to and from field placement sites.</b>						
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.**

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Signature \_\_\_\_\_ Date \_\_\_\_\_