***Instructions:***

***Students are required to read all of the information on this form, and to utilize and be aware of information on the "News and Announcements" page for the school of Education. Failure to fill in the placement request COMPLETELY or failure to provide ALL requested information in the appropriate place will result in a delay placement and could result in a placement not being issued, which will result in the student being withdrawn from the course.***

***Please type or print. Make sure application is legible upon submission. Complete ENTIRE box below. Use FMU’s Patriot Portal to find any information you do not know.***

|  |  |
| --- | --- |
| **Candidate's Full Name** (Must match University/LiveText records and SLED; **no initials or nicknames:** |  |
| **FMU ID:** (this can be found in the FMU portal if you do not know your ID Number)  |  |
| **FMU Email Address:** (All communications will take place via the FMU email address) |  |
| **Last 4 of SS:** |  |

 **Graduate Courses Requiring a Field Experience – Students are to complete both placement sections below before turning in. Should you desire a change in the future semester placement, please email that change to the field experience placement coordinator as soon as possible.**

**Fall - EDUC 746 Teaching Reading & Written Language to Exceptional Learners (requires a K-6 placement) (30 Hours in school and 10 Hours virtually**

**Spring - EDUC 764 Methods for Teaching Students with Learning Disabilities (requires 7-12 placement) (30 Hours in school and 10 Hours virtually)**

**Placement Preferences - Make note of required grade ranges for the course you are taking this semester!!! Please remember that the School of Education tries to accommodate student requests, but students are not guaranteed placements in any of the schools/districts noted above. It is the student's responsibility to ensure he/she has worked out all items pertaining to placements (ie: transportation, how to complete the required amount of hours, leave from work, additional paperwork). Placements will not be changed unless there is a strong case to do so.**

**Please complete the chart below for a SUGGESTED Field Experience Placement Location Fall - EDUC 746 (requires a K-6 placement) (30 Hours in school and 10 Hours virtually)**

|  |  |
| --- | --- |
| **School District of choice #1:** |   |
| **School of Choice #1:** |   |
| **Preferred Cooperating Teacher:** |   |
| **Grade Level/Subject Taught:** |   |
| **Placement Coordinator for School/District:** |   |
| **Email address for placement Coordinator:** |   |
|  |  |
| **School District of choice #2** |   |
| **School of Choice** |   |
| **Preferred Cooperating Teacher** |   |
| **Grade Level/Subject Taught** |   |
| **Placement Coordinator for School/District if different from above** |   |
| **Placement Coordinator Email if different from above** |   |
| **If you are a current employee of this school/district, please note which and how.** | **Place of Employment:** |
| **Position of Employment:** |
| **Have you spoken with your HR Department on how you will be allowed to complete these hours?** |  |
| **Please list the name and email address or phone number of the HR Personnel you spoke with.** |  |

**Please complete the chart below for a *SUGGESTED* Spring Field Experience Placement Location - EDUC 764 (requires a 7th – 12th placement) (30 Hours in school and 10 Hours virtually)**

|  |  |
| --- | --- |
| **School District of choice #1:** |   |
| **School of Choice #1:** |   |
| **Preferred Cooperating Teacher:** |   |
| **Grade Level/Subject Taught:** |   |
| **Placement Coordinator for School/District:** |   |
| **Email address for placement Coordinator:** |   |
|  |  |
| **School District of choice #2** |   |
| **School of Choice** |   |
| **Preferred Cooperating Teacher** |   |
| **Grade Level/Subject Taught** |   |
| **Placement Coordinator for School/District if different from above** |   |
| **Placement Coordinator Email if different from above** |   |
| **If you are a current employee of this school/district, please note which and how.** | **Place of Employment:** |
| **Position of Employment:** |
| **Have you spoken with your HR Department on how you will be allowed to complete these hours?** |  |
| **Please list the name and email address or phone number of the HR Personnel you spoke with.** |  |

### SLED Verification – please read carefully. A SLED report is good for one academic year (July – June). Should you complete a SLED for a Fall class, typically that same SLED can be used for the following Spring semester.

A SLED Clearance is required by all students in order to be placed, even those who are already employed in the school district. Students must follow the directions on The School of Education’s News and Announcements page. The School of Education will not accept SLED reports ran by employers. Only students with SLED reports stamped “No Arrest Data” will receive a placement. Any student who has a stamp of “Arrest Record” must complete a student teaching application (linked on the School of Education’s News and Announcements page) and follow the fingerprinting procedures within the portal. Once this is completed, a State Department Representative will take your case to the Certification Review Committee for a determination as to whether or not the charge(s) will affect the licensing process. Once a decision is made, the student will receive a letter from the State Department of Education informing the student if the offense will hinder him/her from obtaining licensure. Students who are notified of no issues with licensure will need to attach a copy of that letter to all Field Experience and Student Teaching placement requests, along with the SLED report. Students submitting SLED report with an arrest noted, and no letter of clearance from the State Department of Education, will be dropped from the field experience course. This includes, but is not limited to, students who are employees of the district he/she is requesting to be placed within.

  **\*\*\*IT IS THE CANDIDATE'S RESPONSIBLITIY TO INFORM THE SCHOOL OF EDUCATION OF ANY CRIMINAL ACTIVITY THAT OCCURS AFTER THIS SLED REPORT IS ISSUED. Failure to do so may result in academic dismissal from the program.**

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| **Teacher Candidate Field Experience Verification and Confidentiality Agreement** |
| **Initial** | Initial each statement below as evidence you have read, and agree, with each statement listed. |
|   | I agree to protect the privacy of faculty, peers, students, and family members of students by not disclosing confidential information about faculty, peers, students, or their family members that is disclosed to me in my capacity as a Francis Marion University education teacher candidate.  In addition, I agree not to disclose confidential information about any institution that is disclosed to me in my capacity as a Francis Marion University education teacher candidate. |
|   | I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the School of Education Dispositions and the FMU Academic Dishonesty Policy in my field experience setting, on campus, within the community, and on social media. |
|   | I will maintain and uphold the academic integrity policy of the Department of Education and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, or stealing.  I understand this includes correctly and honestly submitting my records of field experience hours to my course instructor. |
|   | I understand I must be dressed and groomed in a professional manner when I am completing my field experience hours. |
|   | I understand if my CT and/or course professor does not provide me with a recommendation to move forward, I must repeat this course. Even if I have a passing grade with all other assignments for this course. |
|   | I understand my CT's and/or course professor's final recommendation could affect my final grade. (If I get a recommended with reservation, my grade could be reduced). |
|   | I understand I may not be assigned a school near my home/FMU/employer and I am responsible for working out transportation to and from the assigned school for this placement. |
|   | I understand I may not be placed in my school/district of employment, and it is up to me to work out how and when I will complete these hours with my school of employment, and my assigned CT. FMU does not work this out for me. |
|   | I understand I must complete all required field experience hours, have them verified by my CT, and earn a grade of "C" or higher in order to pass this course. |
|   | I understand it is my responsibility to notify the field experience coordinator and my course instructor regarding any changes made to the placement. |
|   | I understand I am not allowed to contact the school requesting any changes to my placement unless I have been given permission to do so by the field experience coordinator. (ie, moving from a virtual placement to a traditional placement, changing placement locations, assigned CT’s, etc.) |
|   | I understand if I the School of Education Faculty/Staff are asked to remove me from my assigned placement in relation to any actions on my part, I will be removed from the placement and will receive a grade of "F" for the course. |
|   | I understand any issues I have with this placement are to be taken to my course professor. |

My signature below is representative of my having read, and agreeing to comply with, all that is provided on this application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*STUDENT CHECKLIST

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| **CHECKLIST FOR WHAT IS CONSIDERED A COMPLETE APPLICATION**  |
|  | A current SLED report ran by the instructions found on FMU’s – SOE News and Announcements page. (<https://www.fmarion.edu/field-experience-information/>) The SLED MUST contain the last four of your Social Security Number or you will have to complete another one. Also, you must complete the SLED linked on FMU’s SOE page. We will not accept SLED reports run by your employer, or any other agency.  |
|   | A current copy of a cleared TB test. (Within one year of completion of this form) |
|   | Complete Fall and Spring Field Experience Request Suggestions on Form above (This will eliminate your needing to complete this form again during Spring) |
|   | Should you be requesting School in a District that requires additional paperwork, a copy of the completed paperwork must be attached. The districts FMU knows of that require additional paperwork are listed on FMU’s SOE News and Announcements Website (<https://www.fmarion.edu/field-experience-information/>) Should additional paperwork be required by districts not listed on our website, you are still responsible for submitting a copy to the field experience placement coordinator before placement will be requested.  |
|   | The understanding your FMU email address should be checked regularly to answer any questions or submit any additional items related to the placement. (Fall placements requests begin during summer and spring requests during fall) |
|   | The understanding you are responsible to notify the field experience coordinator of any important issues related to your placement BEFORE a placement is assigned.  |
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