

FIELD EXPERIENCE REQUEST FORM INSTRUCTIONS

- **Field Experience Request forms revised JULY 2017 are the **ONLY** forms that will be accepted.** Please discard any old forms you may have saved on your computer.
- It is the responsibility of the UHCL Instructor to contact the school principal and classroom teacher with whom their students will conduct Field Experience to schedule dates, times and other details of students' observations.
 - For Pearland ISD:**
 - Professors/Instructors make direct contact with Roxana Rigdon (rigdon@pearlandisd.org) by email to request placement in the district.
 - Placement requests must include: a complete list of student names, certification area, grade level preference, dates and times on campus.
 - Instructors are responsible for communicating with campus administrators to pair their students with volunteer teachers and to seek approval of scheduled dates and times on campus.
- The following items must be submitted to Suite Secretaries **at the time Field Experience Requests are being made** for **ALL DISTRICTS:**
 - **Field Experience Request form (July 2017 revision)**
 - **Class roster**
 - **Program Verification Letter/Document**
 - **Additional documentation as required by individual districts**
- Instructor completes the **Field Experience Request** form.
 - Complete one form per class section, per school -
 - Only **one** form is allowed per each school where a field placement is being requested.
 - Only **one** form is allowed per class section. You **cannot** combine two class sections on one request form.
 - Complete the **entire** form. Incomplete forms will not be processed and will be returned for completion.
 - Rubric/Course title – list the course rubric and class name.
 - Class day/time – list when the class meets on the school campus.
 - Total number of candidates – list how many students are enrolled in the class.
 - Suite Secretary – list your suite secretary's name.
 - Field Experience/Activities/Duties should describe what the student will be doing on the campus (i.e. "Observing one time, teaching four times, etc.").
 - School District must be listed.
 - Campus name must be listed.
 - Grade level – grade level at which the experience will take place.
 - Dates of visits – dates on which the students will be on the school campus. **DO NO WRITE "TBD". Request forms submitted without an approximate start date will be returned without being processed!** **You must allow at least two weeks for the district to process the applications and background checks.**
 - Times of visits – times at which the students will be on the school campus. If unknown, write "TBD".
 - Number of students per visit – the number of students to be placed at the school listed.
 - **If for no more than two students**, students' names and **UHCL ID#** should be included on the request form.
 - Employee information – any student employed with the district should be listed, including their

position title and employee ID#, if applicable. **NOTE: students employed with the district are still required to complete a background information form and undergo a criminal background check.**

➤ **Class roster**

- ***ALWAYS ATTACH A ROSTER, regardless of the number of students going to the same school.***
- Please have the roster printed in a large enough font to be easily read.
- If students listed on the roster are attending different districts or campuses, please mark the roster, indicating the students for which the request is being submitted.

➤ **Program Verification Letter/Document**

- On university/program letterhead
- University
- Semester
- Program
- Course name and number
- Instructor
- Students' names
- Students' certification areas
- Statement of need to complete observation hours or field experience
- Signed by instructor

- Instructors are to refer to school district requirements (*listed on the Criminal History/Field Experience Information and Forms page of the UHCL website*) for submission of applications and Criminal History Background Checks.
- Instructors observing students on a district campus are required to complete a background information form and undergo a background check for that district.
- If hard copies of background forms are required by the district, a form for each student listed on the request form must be included when the Field Experience Request form is submitted to the Suite Secretary.
- All forms must be completed in **BLACK** ink only.
- Students must successfully complete all district requirements for application and background checks ***before their field experience request will be considered by the district.***
- All student application and background check requirements must be completed **by the end of the third week of the course semester.**
- All completed forms, including background information forms, if any, must be submitted to ***your Suite Secretary by the end of the third week of the course semester to ensure ample time for school district clearance prior to the start of the course field experience.***
- ***Keep copies of the Field Experience Request forms submitted.*** As the Instructor, you are to contact students when approvals have been obtained; make sure they know where to go, whom to contact, time to report and any other important information.
- **NOTE: DO NOT retain a copy of any person's criminal history form. Doing so is both *unacceptable and illegal.***

IMPORTANT: STUDENTS ARE NOT ELIGIBLE TO REPORT TO ANY CAMPUS UNTIL INSTRUCTORS HAVE BEEN NOTIFIED OF ELIGIBILITY BY CPDT.