

**Georgia Southern University - College of Education
Graduate Field Experience Procedures
and Placement Request Form**

Graduate students who are not permanently employed by a school system or clinical site **must** have all course required field placements made by the Director of Field Experiences in the College of Education. If a graduate student is permanently employed by a school system or clinical site, with administrative permission of the school/clinical site, the student can use the school/clinical site to complete graduate field placement requirements. These procedures and form have been developed to support graduate faculty and students in obtaining a school/clinical site placement to complete graduate field experiences /course requirements.

These procedures do not apply to school psychology or counseling program candidates. These programs already have existing procedures for field placements.

Procedures:

1. Students will inform course instructor that they need assistance in obtaining a school/clinical site to complete graduate field experiences/course requirements.
2. Course instructor will submit a written request to the Director of Field Experiences not later than the 3rd week of the semester. The Field Placement Request Form must be used in order to provide all required information for making the request to a school/clinical site.
3. Faculty and students must allow up to two weeks for placements to be finalized.
4. Graduate students must have a current criminal background check (completed within the last two years).
5. Placement details will be sent to course instructor via e-mail .
6. Course instructor will share placement information with graduate student.
7. Graduate student will establish initial visit date and time with the school site supervisor (clinical supervisor) via e-mail, prior to starting school placement.
8. Placements are made within a 60 mile radius from campus, and placement locations are determined at the discretion of the Director of Field Experiences and the school administration. The exception is for on-line programs; placements will be made in the region in which the student resides.

Graduate Field Placement Request

Graduate Student's Name _____ Eagle ID _____

Course Name _____ Course Instructor _____

Field Placement Requirements:

Hours Required in School/Clinical Placement _____

Responsibilities of Classroom Teacher /Educators:

Preferred Beginning Date for Placement _____

School System or Clinical Site Preference _____

Placement approvals are at the discretion of the school system or clinical site

Signature of Course Instructor _____

**Form must be SAVED and then emailed by Course Instructor to
Pat Parsons, Director of Field Experiences and Partnerships, pparsons@georgiasouthern.edu**