

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

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.

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. Placement details will be sent to course instructor via e-mail .
5. Course instructor will share placement information with graduate student.
6. Graduate student will establish initial visit date and time with the school site supervisor (clinical supervisor) via e-mail, prior to starting school placement.

Note: Graduate students who are not employed by a school system or clinical setting cannot contact a school/clinical site to arrange a field placement in order to complete graduate course requirements.

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

Submit to Pat Parsons, Director of Field Experiences and Partnerships, pparsons@georgiasouthern.edu