

**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 3<sup>rd</sup> 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**