Procedure for Field Experience Placement

TO: Students in OPSU coursework with a required field experience component

Please review the following instructions regarding your field placement:

- Your course instructor will inform you of the requirements concerning placement and observation. **This includes registering with [www.certifiedbackground.com](http://www.certifiedbackground.com).**

- You will be asked to fill out a field placement request form. This form should be returned to Ms. Delilah Henderson, Field Placement Director (FPD).

- Any previous field experience will be reviewed. The FPD will determine a suitable field experience and review any concerns with the course instructor. **In addition, your background check must be cleared through [CertifiedBackground.com](http://CertifiedBackground.com) prior to placement.**

- The experience will be arranged by the FPD. You **are not** to arrange placement on your own! If you have an issue that must be addressed, please note it on your placement request form.

- The FPD will contact the building principal to obtain permission for you to enter the school.

- Once permission is obtained, you will be notified that the experience can be fulfilled. You may contact the teacher to arrange specific days and times for observation.

- The supervising teacher may be emailed a packet of information regarding your placement, depending on the expectations of your instructor.

- You will complete the requirements for the field experience and document your activity on the **Field Experience Record.** You may also obtain a Field Experience Record form on the OPSU School of Education website.

- The supervising teacher will be asked to complete an **Affidavit of Supervision** after your field experience is complete. You will return the **Field Experience Record** to the Field Placement Office, HMH 122A. The FPD will email the Affidavit directly to the teacher for completion, and once received, you will get credit for the experience. The total number of hours and areas observed will be reported to your course instructor and recorded in your TEP file.

- Your course grade will be dependent upon the successful completion of the required field experience.

**Questions?** Contact Ms. Delilah Henderson, Field Placement Director
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