

EDUC 2201 Field Placement Information

Welcome to “Teaching and Schools in a Changing Society.” As part of your EDUC 2201 course, you are required to successfully complete a field experience within a public school setting. It is our hope that through your experience, you will gain a realistic understanding of the many facets related to the school environment.

Your field placement is arranged by the Center for Field Experiences and Partnerships and involves observation in a classroom setting for three hours per week for ten weeks. Your EDUC 2201 professor will discuss further requirements and expectations of the field experience component of this course.

Please read all the information contained in this packet and complete forms according to the directions listed below. To ensure prompt placement in a school, please have the attached forms completed by your second class meeting. All forms will be collected at that time.

To Have Completed by the Second Class Meeting:

_____ **Complete the blue Field Experience Placement Request Form.**

- Only those students who live more than 50 miles from KSU or who work full time in a school (not as a substitute teacher), may make their own field placement arrangements. Your field experience may not be performed on your paid time. The professor will give these individuals a letter to take to their schools.
- Leave the Zone Request line blank. You will receive more information on this.

_____ **Complete the Verification of Liability Insurance Form.**

- You will need to obtain liability insurance from a provider of your choosing.
- If you do not yet know the dates of coverage, write “Applied For on _____” and fill in the date that you applied for coverage.

_____ **Complete the Criminal History Consent Form (Do not sign it).**

- Read the Criminal History Information carefully.
- Your Consent Form will be notarized on the second class meeting.
- Wait to sign the consent form when the notary is present.

_____ **Complete the Personal Affirmation Form.**

- Read the form carefully.
- Include events only after age 16.
- If you answer “yes” to any question, attach an explanation and any supporting documentation.

_____ **Bring the entire completed packet and any questions to your second class meeting.**

Professional Teacher Education Unit

*Collaborative
Development of Expertise
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