



FIELD EXPERIENCE PLACEMENT FORM

This form must be completed entirely and returned to the School of Education main office in the Technology, Education, Engineering (TEE) Building Room 233 by the **third week of each semester**. The cooperating teacher who will be completing your online evaluation must sign this form (*list only one teacher & course*). The cooperating teacher will not be able to complete the final evaluation if this form is not turned in. If the cooperating teacher changes at any point during the semester, a new contract is required and it must be turned in immediately. Each section must be completed entirely and must be legible.

Field Experience hours will not be accepted if the placement form has not been turned in on time.—NO EXCEPTIONS!!

☐ *I have read and understand what is required:* _____ (*Student's Initials*)

Section 1

Student's Name: _____ Date: _____
Student's e-mail: _____ Net ID: _____
Student's Phone: _____ Semester & Year: _____
CSU P Instructor: _____ Course Number & Title: _____
Student's Emergency Contact (*Name & Phone*): _____

Section 2 (Field Experience information)

School Name & Telephone Number: _____
Cooperating Teacher's Full Name: _____
Cooperating Teacher's e-mail: _____
Grade: _____ Subject: _____

| *Beginning Date | *Ending Date | Day of the Week | Time of Day | Total Hours |
|-----------------|--------------|-----------------|-------------|-------------|
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*Beginning and ending dates must be no less than 10 weeks unless approved by CSU Pueblo Instructor: _____

Section 3 (All signatures are required)

(Student's Name) _____ has my approval to complete his/her field experience in the classroom and at the times described above. He/she has informed me of the requirements of the experience and presented a letter from the CSU Pueblo instructor. ☐ Yes ☐ No

Cooperating Teacher's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Student's Signature: _____ Date: _____



Field Experience Expectations & Policies

Students are expected to read and understand all of the information contained in the Field Experience Policies section of the School of Education Handbook. Not adhering to these policies may result in consequences that can drastically affect your program. Some of this information is summarized here.

1. Students must submit a fingerprint background check and/or meet the requirements of their placement before going to any field experience.
2. Field work may not be completed in a school you graduated from within the last 5 years or where you have a close family member attending/being employed.
3. Field work must be completed throughout an entire course (at least 10 weeks for a regular semester).
4. Ideally, field work must be completed in a variety of placements within an array of approved, diverse schools over the course of your program unless approved by the Director of Student Teaching & Experiential Programming or Associate Dean of Education. Typically, these guidelines apply:
 - a. Students will go to a different school each semester for field placements.
 - b. Students in K-12 endorsement areas must have at least one placement in elementary and one in secondary during their program.
 - c. Students in secondary endorsement areas must have at least one placement in middle school and one in high school during their program.
 - d. In a single semester, students may complete no more than 120 hours if they are in K-12 or secondary endorsement areas, or 90 hours if they are in ECE or Elementary. Students in ECE or Elementary may only be in the same grade level for 2 placements in a single semester.
5. Field experience placement forms should be submitted to the School of Education office no later than the end of the 3rd week of classes. Students who submit their forms after the deadline **MUST** get any hours completed up to that point approved by his/her instructor and either the Director of Student Teaching & Experiential Programming or the Associate Dean of Education. In other words, if you are late submitting your field experience placements forms, your hours to that point may not count!
6. Be professional at all times in dress, speech, punctuality, preparation, and all other areas as required in the School of Education Program Standards.
7. Students will be asked to leave their field experience and this course if they are not meeting requirements as expected by the cooperating teacher, principal, and/or the professor. If a problem is brought to the attention of the professor, the student will be placed on a formal support plan for one week. If progress is not made within 1 week's time, the student will be removed from field experience. Students cannot complete the course if they have been asked by the cooperating teacher, school, or university professor to leave the field experience placement. Students must withdraw from the course and will not be given an incomplete for this dismissal. Individual courses may have additional requirements/expectations related to field experiences that will be described in the course syllabi.

By signing below, I agree that I have read and will abide by the field experience policies set forth by the School of Education at CSU Pueblo. I understand that I will be asked to leave my field experience if I am not meeting course requirements as expected by the principal, cooperating teacher, and/or university professor. I understand that I cannot pass the course if I have been asked by the cooperating teacher, school, or university professor to leave the field experience placement. (Withdrawal may be an option depending on the timing.)

Course Number: _____ Student Name (printed): _____

Student Signature/Date: _____