

Concord University – MAT Field Experience Request Form & Contract

It is the student's responsibility to secure their own field experience placement. Please complete the form in its entirety to assure proper placement. This form is to be completed by the student and mentor teacher/administrator at the beginning of the term. After completing the document, scan and provide to the course professor as an email attachment (or upload in Blackboard based on the direction of the professor), and to the Graduate Program Associate in the Division of Education, Robin White, at rlwhite@concord.edu. Once received and approved, the placement will be created in LiveText, and the cooperating mentor teacher/administrator will receive a notification email. **Please complete form in its entirety to ensure proper placement.**

COURSE (select the course(s) requiring a field experience)

- EDUC 505 Advanced Teaching & Learning: 25 hours to be completed in age/grade/content appropriate classroom(s)**
- EDUC 540 Assessment and Evaluation: 10 hours to be completed in age/grade/content appropriate classroom(s)**
- EDUC 516 Integrated Methods in Secondary Education: 25 hours to be completed**
- EDUC 517 Integrated Methods in Elementary Education: 25 hours to be completed in age/grade/content appropriate classroom(s)**
- EDUC 555 Classroom Management: 15 hours to be completed in age/grade/content appropriate classroom(s)**
- SPED 503 Legal and Historical Foundations of Special Education: 25 hours to be completed in a special education classroom**
- SPED 509 Strategies for the Inclusive Environment: 25 hours to be completed in a special education classroom**

Candidate's Personal Information		Candidate's Employment Information (If Applicable)	
Candidate Name		School Name	
CU ID# 774-xxx-xxx		County Name	
CU Email Address		Principal Name	
Content Specialization		Principal Email Address	
Contact Phone #		Grade/Subject Currently Teaching	

Placement Request Information			
Requested Schools	1. <input style="width: 90%;" type="text"/> 2. <input style="width: 90%;" type="text"/>	Subject Area/Grade you will be teaching/observing	<input style="width: 95%;" type="text"/>
Requested County(s)	1. <input style="width: 90%;" type="text"/> 2. <input style="width: 90%;" type="text"/>	Days/Times you are available to complete this placement	<input style="width: 95%;" type="text"/>
Principal Name & Email Address at Requested Schools	1. <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> 2. <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>	Immediate relatives at your requested school(s). Provide name, relation and grade level	<input style="width: 95%;" type="text"/>

CONTRACT

1. I understand that I must return the field experience verification form in its entirety by the deadline provided. If I fail to do so my field experience will not be approved and will not be assigned in LiveText. I understand that I must submit the demographic requirements form in its entirety by the deadline provided.
2. I agree to participate in this field experience according to the above established schedule. I will make satisfactory arrangements for any unforeseen and unavoidable absences.
3. I understand that I am responsible for purchasing the Field Experience Module of LiveText. All aspects of this field experience must be completed by myself and my mentor/administrator via LiveText (i.e. assessments, final evaluations, time-log approval). I understand that I am responsible for ensuring that all assessments, evaluations and time-log entries have been completed by my mentor/administrator.
4. I understand that once my field experience is assigned in LiveText it is final and cannot be changed, with the exception of extenuating circumstances which will require approval from the Coordinator of Graduate Studies.
5. I understand that I am subject to all policies, rules, and regulations of the school system and that my placement may be terminated by the principal or the University if my performance is unsatisfactory. I understand that I am responsible for meeting any special requirements (i.e. background checks, drug tests, Board of Education approval etc.) of the school and/or county where I will complete my field experience prior to the start of my placement.
6. It is the policy of the Concord University Division of Education that EDEL candidates engaged in program-related activities will not transport any minor and/or public school student in any activity or event. This is for the protection of the minors, public school students, principal candidates and the University. Effective date: October 30, 1997.

Candidate's Signature

Date

THE FOLLOWING DEMOGRAPHIC INFORMATION IS NECESSARY TO ENSURE YOU MEET REQUIREMENTS FOR SERVING STUDENTS FROM DIVERSE POPULATIONS.

This information can be gathered from the School Report Card, State Department of Education website, and/or from your cooperating administrator.

Placement School Information							
School Name	<input type="text"/>	School Address	<input type="text"/>				
County Name	<input type="text"/>	Grade/Subject Assigned to for completion of Field Experience	<input type="text"/>				
Cooperating Mentor Teacher / Administrator Information							
First Name	<input type="text"/>	Position/Title	<input type="text"/>				
Last Name	<input type="text"/>	Email Address	<input type="text"/>				
School Student Demographics (Provide # of Students for each)							
Ethnic Distribution						Gender Distribution	
African American	<input type="text"/>	Hispanic	<input type="text"/>	Multiple	<input type="text"/>	Male	<input type="text"/>
American Indian	<input type="text"/>	Pacific Islander	<input type="text"/>	Other	<input type="text"/>	Female	<input type="text"/>
Asian	<input type="text"/>	White	<input type="text"/>			Other	<input type="text"/>
School Employee Demographics							
Ethnic Distribution						Gender Distribution	
African American	<input type="text"/>	Hispanic	<input type="text"/>	Multiple	<input type="text"/>	Male	<input type="text"/>
American Indian	<input type="text"/>	Pacific Islander	<input type="text"/>	Other	<input type="text"/>	Female	<input type="text"/>
Asian	<input type="text"/>	White	<input type="text"/>			Other	<input type="text"/>
Special Programs Offered (# of students in program)					Attendance (# of students or percentage)		
English Language Learners	<input type="text"/>	Free Lunch Program	<input type="text"/>	Average Daily Attendance	<input type="text"/>		
Bilingual Education and ESL	<input type="text"/>	Students with Disabilities	<input type="text"/>	Mobility Rate	<input type="text"/>		
Compensatory Education	<input type="text"/>	Special Education	<input type="text"/>				
Extended Day Kindergarten	<input type="text"/>						