

<b>MAT, M.Ed., and Ed.S. Field Experience Placement Request Form</b>
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**Procedure for securing a field experience placement in the Professional School Network:**

1. **DO NOT CONTACT A SCHOOL ON YOUR OWN.** There is a procedure in place for contacting schools and arranging placements. Building Coordinators and administrators will redirect you to the university if you contact them.
2. In order to request a placement, **you must commit to complete a minimum of 30 field experience hours at the school** per semester. A request will not be made for less than 30 hours in recognition of the efforts involved securing the placement by the teacher, school, and university.
3. You **must attend** the Field Experience placement meeting held the first week of the semester in order to receive a field placement. Field placements **will not** be made for students who do not attend this meeting. Placement meetings are held on the first Thursday (**during the first full week of classes**) of each semester. Check the Teacher Education website for the location and time. You will complete the Field Experience Request Form at this meeting.

**MAT Field Experience Placement Coordinators:**

**Early Childhood** – Mrs. Carey Anne Cushman - [cacushman@aug.edu](mailto:cacushman@aug.edu)

**Middle Grades** – Dr. Susan Edwards – [sedwar12@aug.edu](mailto:sedwar12@aug.edu)

**Secondary** - Dr. Steven Page – [cpage@aug.edu](mailto:cpage@aug.edu)

**Foreign Language** – Christopher Botero- [cbotero@aug.edu](mailto:cbotero@aug.edu)

**Music** – Dr. Suzanne Hall- [shall29@aug.edu](mailto:shall29@aug.edu)

**Health and Physical Education** – Graeme [Connolly-gconnolly@aug.edu](mailto:Connolly-gconnolly@aug.edu)

**Special Education** – Dr. Alice Pollingue [apolling@aug.edu](mailto:apolling@aug.edu) (MEd & EdS only)

**(If you are completing lab for an undergraduate or MAT special education class only the Dept. of Special Education will make your placement for you. This placement is only for MEd & EdS SPED students who are working to fulfill their 300 hours. )**

**Augusta State University**  
**Department of Teacher Education**  
**MAT, M.Ed., and Ed.S. Field Experience Placement Request Form**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ ASU email \_\_\_\_\_@aug.edu

**Degree Area:** Circle one - MAT    M.Ed.    Ed.S

**Program Area:** (Circle one) - If middle grades or secondary, list content area.

Early Childhood    Middle Grades    Secondary    **Content Area(s)** \_\_\_\_\_

SPED                      Health and PE                      Music                      Foreign Language

**County you would prefer to complete your field experience hours: Identify 1st, 2nd, and 3rd choices**

Burke \_\_\_\_\_ Columbia \_\_\_\_\_ Jefferson \_\_\_\_\_ McDuffie \_\_\_\_\_ Richmond \_\_\_\_\_ Warren \_\_\_\_\_

**List all schools and grade levels in which you previously completed field experience hours:**

\_\_\_\_\_

**List all schools in which your children/relatives presently attend/work.**

\_\_\_\_\_

**If you are employed, list the address.**

\_\_\_\_\_

While every effort will be made to secure a placement in the requested county, there is no guarantee that this can occur.

*In order to make a placement, you must commit to complete a minimum of 30 field experience hours at the school. A request will not be made for less than 30 hours in recognition of the efforts involved securing the placement by the teacher, school, and university.*

How many hours of field experience do you plan to complete at the school this semester?

\_\_\_\_\_ (30 – 300)

I am also taking SPED 4002 \_\_\_\_\_ yes \_\_\_\_\_ no

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**Submit this form to the appropriate Program Coordinator at the Field Placement Meeting. You will not be assigned a field experience placement if you do not attend this meeting. Placement meetings are held the first Thursday (during the first full week of classes) of each semester. Check the Teacher Education website for time and location.**

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**Attention: MAT teacher candidates are responsible for returning the signed collaborating teacher packet to Andre Goodman. MEd and EdS participants are responsible for returning the signed collaborating teacher packet to Christine McKinney in the Teacher Education Department. You are also responsible for making sure the evaluation is completed by:**

**FALL SEMESTER- December 1<sup>st</sup>**

**SPRING SEMESTER- May 1<sup>st</sup>**