The Applied Field Experience Application Process

Directions

Step 1: You must complete and submit (via scanning & email message or fax---information provided on the next page):

a) the Applied Field Experience Application (p. 3),
b) the Project Site Administrator Consent Form (p. 4),
c) the checklist (p. 5), and
d) the Student Transaction Form (p. 6).
e) Also include evidence that you have security clearance.

These documents and your academic record will be reviewed to determine your eligibility for enrollment in the requested course. You will receive an NSU email message letting you know whether your application has been approved or why it has not been approved.

If your application is approved, the Student Transaction Form (STF) will be submitted to the Registrar’s Office on your behalf.

Step 2: After you receive an NSU email message indicating your approval to be enrolled in this class, you MUST complete the Student Enrollment Agreement (SEA) form within five days, as part of the registration process. (You will not be registered for the course if you fail to complete the SEA.) The SEA requires students to agree to meet and uphold NSU’s standards and policies. For questions about the SEA, please call 954-262-7200.

To complete the SEA:
1. Log into SharkLink (https://sharklink.nova.edu/cp/home/displaylogin).
2. Locate the “Records and Academics” section on the Student tab and click on “Course Information”.
3. Select “Registration-Add/Drop” to access and complete the SEA.
### Directions for Requesting a Field Placement

#### Teachers and/or Teaching Assistants currently working in a school:

Check the course syllabus (http://education.nova.edu/students/current-students/student-resources.html). You may be able to complete your hours at your home school, with your instructor’s and administrator’s consent.

#### Non-active Teachers and/or Candidates without approved classroom access:

Please refer to the district required security & placement procedures for your area; locate state then appropriate county/school district at: [http://education.nova.edu/students/current-students/gtep/how-to-get-a-field-placement.html](http://education.nova.edu/students/current-students/gtep/how-to-get-a-field-placement.html)

**General placement information** may be found on the Office of Placement Service’s main page: [http://education.nova.edu/students/current-students/gtep/office-of-placement-services.html](http://education.nova.edu/students/current-students/gtep/office-of-placement-services.html)

Placements take time to coordinate, so start the process as soon as possible.

Please contact Ms. Lourdemy Auguste at 954-262-8519/1-800-986-3223, ext. 28519 if you have any questions about the application process.

Contact the Professor listed on the course syllabus about course requirements.
PLEASE TYPE OR PRINT

NSU Site (or “online”)________________________ Date Submitted________________________

Name (Ms. /Mr.)________________________________ NSU# N________________________________

Current Occupation: ___________________________________ (e.g., 5th grade teacher; media specialist)

Address__________________________________________

Street City State Zip

Home or Cell Phone__________________________ Work Phone______________________________

NSU E-mail Address__________________________@nova.edu

Location where course requirements will be completed: School Name____________________________

School Address_______________________________________________________________

Street City State Zip

Principal’s Name__________________________________ School phone:_______________________

Place a check in front of the course for which you are requesting registration:

___Supervised Reading Practicum (RED 587)        ___ Educational Field-Based Project MS. (APR 650)

___Educational Field-Based Project in Reading (RED 787)  ___Educational Field-Based Project EdS. (APR 750)

Place a check in front of the term for which you are requesting registration and indicate the year:

___Fall term, 20____        ___Winter term, 20____
GTEP FIELD-BASED PROJECT/PRACTICUM
PROJECT SITE ADMINISTRATOR CONSENT FORM

Each GTEP field-based project and reading practicum student must contact the administrator of the facility where the project/practicum is to be implemented. (In most cases, this is the principal at the project school.) The student will describe the proposed project and request the administrator’s consent to implement the project at his/her facility (pending proposal approval by the student’s instructor). This form must be completed by the student and the administrator and submitted as part of the application for an Applied Field Experience course.

A copy of this completed form must also be included with the proposal at a later date (see syllabus), so the student must keep a copy. [Note: If there is a change in project site between application and completion of the proposal, a new form must be completed and submitted prior to implementation.]

No names of students or school personnel will be included in the proposal or final report.

ROLE OF THE ADMINISTRATOR

• The administrative professional at the student's project site is asked to provide the student with some insights for identifying a critical problem in the classroom.

• This administrator acts as a facilitator to assist in clarifying the project through encouraging and supporting the student's critical approach to project design, implementation, and evaluation.

• The administrator assists with working out solutions to difficult implementation problems and provides the flexibility to access other professionals and/or the participants during the process.

• The administrator, along with the University instructor and the Applied Field Experience Administrator, is a support person for the student. The instructor and/or the Applied Field Experience Administrator may contact the administrator after receiving the official assignment if he/she needs additional information. Reading practicum students may be observed by a University Supervisor.

The administrator is asked to grant permission for this supervisor or the instructor to make one or more observations, as needed, of the student implementing his/her project.

• The administrator is asked to observe the project implementation so that he/she can verify that the project took place. The administrator confirms that the project has taken place by completing the Administrator Verification Form at the end of the implementation of the project. The student will submit the verification form with his/her final report.

ADMINISTRATOR CONSENT FOR PROJECT IMPLEMENTATION (following proposal approval)

________________________________________________________________________

please print: Nova Southeastern University (NSU) student's name

Course Prefix and number

________________________________________________________________________

please print: Name of site; address, city, state, and zip code

________________________________________________________________________

please print: name of project site Administrator Administrator’s position/title Site Telephone number

________________________________________________________________________

Administrator’s signature Date
Please complete this checklist before submitting this application:

___ I have downloaded and read the syllabus for my Applied Field Experience course.

___ I understand that my Applied Field Experience course requires that I spend a specific number of hours in an educational setting to complete the course requirements.

___ I will have completed the prerequisite number of credits for my Applied Field Experience course prior to the term in which I wish to take the course.

___ I have the required security clearance and have received my badge.

___ I am including a copy of my security clearance badge or letter.

___ I have printed the application form and obtained the educational setting’s administrator’s approval and signature on the Project Site Administrator Consent Form.

___ I have completed the Student Transaction Form.

___ I am submitting the completed Applied Field Experience application form, the Project Site Administrator Consent Form, the Student Transaction Form, a copy of my security badge or letter, and this checklist.

___ I understand that incomplete applications, including those without a signed Project Site Administrator Consent Form and/or those without a completed and signed Student Transaction Form and/or proof of security clearance, will not be processed. Applications will not be accepted after registration has closed. If your application is not approved, you must submit a new application for a subsequent session.

___ I understand that the time required to complete the assignments for the Applied Field Experience must be beyond those required of you as an employee during the normal working day. It is recognized that some of the experiences may need to take place during the work day; however, these activities must be approved in advance by your immediate supervisor. Other activities may be completed in before- or after-school programs. Assignments may require time to be spent in other teachers’ classrooms.

___ I understand that, upon completion of my course, I need to report my field experience location. Once you have completed your field experience, please access http://apps.fischlerschool.nova.edu/placementform/placementform.aspx to report your placement information.

You must mail, fax, or scan and email this completed, signed form (all pages), the Project Site Administrator Consent Form, and a copy of the completed, signed Student Transaction Form to the name and address/fax number listed on the first page.

Please sign and include this page when you submit your application.

I have read and understand the information on this application.

_________________________________________  ______________________
(signature)                                  (date)

Form revised 11/19/15
**Student Transaction Form**
*(one semester per form only)*

Send to: Sarah Harris - Fax # 954-262-3879

Last Name ___________________________ First Name ___________________________ Middle Initial ____________

NSU ID _______________ Phone Number ___________________________ Semester ____________

Students must be officially registered prior to the start date of course(s) in order to participate in and receive academic credit for those courses. Changes to course registrations will not be accepted 30 days after each semester ends. Students are responsible for reviewing their registration and academic records each semester for accuracy.

**Courses to Add**

<table>
<thead>
<tr>
<th>Course Ref. No.</th>
<th>Subject</th>
<th>Course No.</th>
<th>Section</th>
<th>Course Title</th>
<th>Start Date/End Date</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Ref. No.</th>
<th>Subject</th>
<th>Course No.</th>
<th>Section</th>
<th>Course Title</th>
<th>Start Date/End Date</th>
<th>Cr. Hrs.</th>
<th>Last Date of Attendance (latest law)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Courses to Drop or Withdraw**

<table>
<thead>
<tr>
<th>Course Ref. No.</th>
<th>Subject</th>
<th>Course No.</th>
<th>Section</th>
<th>Course Title</th>
<th>Start Date/End Date</th>
<th>Cr. Hrs.</th>
<th>Last Date of Attendance (latest law)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT: NOVA SOUTHEASTERN UNIVERSITY FINANCIAL LIABILITY AGREEMENT**

I agree to pay all NSU charges pursuant to NSU policies. I understand that the university is advancing value to me in the form of educational services and that my right to register is expressly conditioned upon my agreement to pay institutional costs including, but not limited to, tuition, fees, housing, meal plan, and any additional costs, when those charges become due. I understand that NSU SharkLink and NSU email are the official means that the university will use to communicate with me. It is my responsibility to view my charges in NSU SharkLink or NSU eBill.

I understand that a past due student account balance will result in a financial hold, which prevents future registrations as well as other services being offered in accordance with university policy. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. I agree to pay any costs associated with the collection of unpaid charges, including attorney fees and court costs. This agreement shall be construed in accordance with Florida law, and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Broward County, Florida, regardless of my domicile at the time of bringing such action.

Student Signature ___________________________________________ Date ______________

Adviser Signature ___________________________________________ Print Name ___________________ Extension ____________ Date ______________

Office Use Only

Processed by ______________________________ Date ______________

01-07-12008