The Applied Professional 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 (pp. 3-4),
b) the Project Site Administrator Consent Form (p. 5),
c) the checklist (p. 6), and
d) the Student Transaction Form (p. 7).
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.
**SUBMIT Application and STF to:**
Ms. Sarah Harris  
via email: saraharr@nova.edu  
Graduate Teacher Education Program (GTEP)  
Abraham S. Fischler College of Education  
1750 NE 167 Street  
North Miami Beach, FL 33162  
**or**  
via fax: Attention – Ms. Sarah Harris - (954-262-3879)

**GTEP**  
Form 699/697  
**APPLIED PROFESSIONAL EXPERIENCE Application**

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**READ the entire application form CAREFULLY**

You are eligible to apply for an **Applied Professional Experience** course *if* you have at least a **3.0 GPA**, have no holds on your account, and have successfully completed (or are currently in the process of completing) at least **24.5 credits** (27.5 for ELE; 33.5 for ESE & MAT; 18 for IDDE) of your program. Those credits must include **EDU 5000, CUR 526, and EDU 600** (except IDDE, which does not require EDU 600); **ECSE 699 prerequisites include EP 5265, 5270, & 5275**, **ELE 699 prerequisites include ELE 502, ELE 503, ELE 504, ELE 505, ELE 506, ELE 601, ELE 602, ELE 603**. The prerequisites for the **CSE 799** are **24 credits**, including CUR 526; proof of Computer Science Education Teacher Certification/Licensure or Successful Completion of Computer Science Education Certification/Licensure Examination and for **EM 799** are **24 EM credits**, including CUR 526; Proof of Educational Media Teacher Certification/Licensure or Successful Completion of Educational Media Certification/Licensure Examination)

Program requirements are available at: [http://education.nova.edu/graduate/index.html](http://education.nova.edu/graduate/index.html)

Submit a completed & signed application, with the Student Transaction Form (last of this form), only during the registration period for the session in which you wish to be enrolled---and at least two weeks prior to the beginning of that session. Check the GTEP Schedule at [http://www.schoolofed.nova.edu/gtep/info/sites.htm](http://www.schoolofed.nova.edu/gtep/info/sites.htm) for session dates.

All communication will be sent to your NSU email address.

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**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](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. Sarah Harris at 954-262-8708/1-800-986-3223, ext. 28708 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____________________________________________________________________________

Home or Cell Phone__________________________ Work Phone______________________________

NSU E-mail Address________________________________________ NSU E-mail Address__________@nova.edu

Location where course requirements will be completed: School Name____________________________

School Address__________________________________________________________________________

Principal’s Name_______________________________________ School phone:____________________

Principal’s Signature___________________________________________ Date: __________

hereby grants permission for this NSU student to implement the activities outlined in the course syllabus
at this school.

Place a check in front of your specialization/program:

___Cognitive Behavioral Disorders (ESE 0699) ___Math Education (MAT 0697)
___Computer Science Education (CSE 0699 or CSE ___Multicultural Early Intervention (ECSE 0699)
  0799) ___PreK/Primary Education (EC 0699)
___Early Childhood Special Education (ECSE ___Preschool Education (EC 0699)
  0699) ___Science Education (SCI 0699)
___Early Literacy (EC 0699)* ___Social Studies Education (SST 0699)
___Educational Media (EM 0699 or EM 0799) ___Spanish Language Education (LANG 0699)
___Elementary Education (ELE 0699) ___Teaching English as a Foreign Language
___English Education (ENG 0699)  (TSOL 0699)
___Exceptional Student Education (ESE 0699) ___Teaching English to Speakers of Other
___Gifted Education (EP 0699) Languages (TSOL 0699)
___Instructional Design and Diversity Education ___Urban Education (URBE 0699)
  (IDDE 0699)

Note: *Students in the Early Literacy program may choose to take EC 699 (use this application) or RED
587 (go to http://education.nova.edu/students/current-students/gtep/applied-professional-experience.html
for the RED 587 application)
Circle your choice of course, indicating your session preference:

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<th>Fall Term</th>
<th>Winter Term</th>
<th>Summer Term</th>
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*for ITP students only

**Other Important Notes:**

Please download the syllabus from [http://education.nova.edu/students/current-students/student-resources.html](http://education.nova.edu/students/current-students/student-resources.html) now and order textbooks (if required) before the class begins. Check for an updated syllabus when you enter your class. If you are taking the course online, you must login on the first day of the session to find out chat session dates, if they are not listed in the schedule. [You will be “uploaded” into online classes approximately three days before the session begins.]
Please complete this checklist before submitting this application:

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

___ I understand that my Applied Professional 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 Professional Experience course prior to the session 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.

___ I have completed the Student Transaction Form.

___ I am submitting the completed Applied Professional Experience application form (including this checklist), the Student Transaction Form, and a copy of my security clearance badge or letter.

___ I understand that incomplete applications, including those without an administrator’s signature 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 Professional 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 or fax this completed, signed form (all pages) 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 12/2/15
# Student Transaction Form

**Enrollment and Student Services**  
**Office of the University Registrar**

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

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<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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<th>NSU ID_</th>
<th>Phone Number</th>
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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

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<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>
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## Courses to Drop or Withdraw

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<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</th>
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### 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**