



The Applied Professional Experience Application Process

Directions

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

- a) the Applied Field Experience Application, with the Project Site Administrator Consent Form (pp. 3-4),
- b) the checklist (p. 5), and
- c) the Student Transaction Form (p. 6).
- d) 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, your signed 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 your academic advisor.

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.

Abraham S. Fischler College of Education
and School of Criminal Justice
NOVA SOUTHEASTERN UNIVERSITY

NSU
Florida

SUBMIT the Application, Project Site Administrator Consent Form, the checklist, and the Student Transaction Form to:

Ms. Sarah Harris via email: saraharr@nova.edu
Abraham S. Fischler College of Education
and School of Criminal Justice
3301 College Ave., Ft. Lauderdale, FL 33314

**GTEP
APPLIED FIELD EXPERIENCE
APR 650, APR 750, RED 587
Application**

READ the entire application form CAREFULLY

You are eligible to apply for an **Applied Field 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) **24 credits** of your program.

For APR 650, the 24 credits **must** include **EDU 5000, CUR 526, and EDU 600**.

For RED 587, the 24 credits must include **EDU 5000, CUR 526, EDU 600, RED 554, RED 555, RED 570, and RED 575**.

For APR 750, the 24 credits must include **EDU 5000 and EDU 708**.

Program outlines are available at: <http://education.nova.edu/graduate/index.html>

Submit a completed & signed application, with Project Site Administrator Consent Form and the Student Transaction Form (last of this form), only during the registration period for the term in which you wish to be enrolled--- and at least three weeks prior to the beginning of that term. Check coursewizard.nova.edu for term dates.

→ All communication will be sent to your NSU email address. ←

Directions for Requesting a Field Placement

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

Check the course syllabus (<https://coursewizard.nova.edu>). For some courses, 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 your state, then appropriate county/school district at: <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>

For specific **questions about field placements**, please contact Jodi Miller – jmiller2@nova.edu

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

Applied Field Experience Application
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:

<input type="checkbox"/> Supervised Reading Practicum (RED 587) <input type="checkbox"/> Educational Field-Based Project MS (APR 650)	<input type="checkbox"/> Educational Field-Based Project EdS (APR 750)
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Place a check in front of the term for which you are requesting registration and indicate the year:

<input type="checkbox"/> Fall term, 20____	<input type="checkbox"/> Winter term, 20____
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You must complete and submit this page, the Project Site Administrator Consent Form (next page), the checklist, and the Student Transaction Form (last page). Also include evidence that you have security clearance.

Applied Field Experience Application

Fischler College of Education Field-Based Project PROJECT SITE ADMINISTRATOR CONSENT FORM

Each Fischler College of Education 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

Applied Field Experience Application

Please complete this checklist before submitting this application:

___ I have downloaded and read the syllabus for my Applied Field Experience course. [Contact Dr. Fredebaugh at danaf@nova.edu if you are unable to access the syllabus in coursewizard.nova.edu for assistance.]

___ 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 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, including the name of my academic advisor.

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

___ 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, or SEA, **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 me 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 my immediate supervisor. Other activities may be completed in before- or after-school programs, if approved by the course instructor. 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.fse.nova.edu/placementform/placementform.aspx> to report your placement information.

You must scan and email or mail 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)

Student Transaction Form (STF)

(one semester per form only)

Last Name _____ First Name _____ Middle Initial _____

NSU ID _____ Phone Number _____ Semester _____

This form is ONLY to be used for registration or withdrawal requests that cannot be completed in real time through SharkLink or WebSTAR, for instance, after the drop/add period has passed. **Please note that beginning with the Spring 2014 term, all students registering for classes MUST complete a new Student Enrollment Agreement (SEA) each semester.** Although registrations submitted will generally be processed within three business days, they are not fully secured until the SEA for the appropriate term/semester has been completed online. To complete the

Login to **SharkLink** ▶ on the student tab locate **Records & Academics** ▶ click on **Course Information** ▶ select **Registration-Add/Drop** ▶ select the term

Allow three business days for your request to display on your student record. However, requests processed will be cancelled if you fail to complete the SEA.

Courses to Add

Course Ref. No.	Subject	Couse No.	Section	Course Title	Start Date/End Date	Cr. Hrs.

Courses to Drop or Withdraw

Course Ref. No.	Subject	Couse No.	Section	Course Title	Start Date/End Date	Cr. Hrs.	Last Date of Attendance Office Use Only

Student Signature

Date

Academic Advisor Signature

Print Name

Extension

Date

Office Use Only

Processed by

Date