

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.

SUBMIT Application and STF 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
Form 699/697/799
APPLIED PROFESSIONAL
EXPERIENCE
Application

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 credits** (27 for ELE; 33 for ESE & MAT; 18 for IDDE) of your program. Those credits **must** include **EDU 5000 and CUR 526** (in addition: **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, and ELE 603**). The prerequisites for the **CSE 799** are 24 credits, including EDU 708; 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 EDU 708; 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>

Submit a completed & signed application, with the Student Transaction Form (last page 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 schedule at <http://education.nova.edu/students/currentstudents/course-schedule.html> for session 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.

Please contact your academic advisor if you have questions about which course you need to take.

Applied Professional 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

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: _____

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 (or highlight) your specialization/program:

<input type="checkbox"/> Early Childhood Special Education (ECSE 0699) <input type="checkbox"/> Elementary Education (ELE 0699) <input type="checkbox"/> English Education (ENG 0699) <input type="checkbox"/> Exceptional Student Education (ESE 0699) <input type="checkbox"/> Gifted Education (EP 0699) <input type="checkbox"/> Math Education (MAT 0697) <input type="checkbox"/> PreK/Primary Education (EC 0699) <input type="checkbox"/> Preschool Education (EC 0699)	<input type="checkbox"/> Science Education (SCI 0699) <input type="checkbox"/> Social Studies Education (SST 0699) <input type="checkbox"/> Spanish Language Education (LANG 0699) <input type="checkbox"/> Teaching English as a Foreign Language (TSOL 0699) <input type="checkbox"/> Teaching English to Speakers of Other Languages (TSOL 0699) <input type="checkbox"/> Other: _____
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Note: *Students in the Early Literacy program should take RED 587 (go to <http://education.nova.edu/students/current-students/gtep/applied-professional-experience.html> for the RED 587 application)

Applied Professional Experience Application

Name: _____

If the course you need is on the schedule, please indicate which session: _____ (and add the CRN to the Student Transaction Form - p. 6 of this application).

If it is **not** on the schedule, please complete the following section. You will be notified when the course has been added to the schedule.

Course Needed: _____

Indicate your first (#1) and second (#2) preference for a session in the boxes below:

	Fall I	Fall II	Winter I	Winter II
Session Preference:				

These courses are not offered in the Summer term because they require that you have a field placement for a full 8 weeks.

We will try to accommodate your preference, but scheduling is dependent upon instructor availability.

Other Important Notes:

Please download the syllabus from <https://coursewizard.nova.edu> now and order textbooks (if required) before the class begins. If you cannot find the syllabus, contact Dr. Dana Fredebaugh (danaf@nova.edu) and she will assist you.

Check for an updated syllabus when you enter your Canvas course by clicking on the “NSU Official Syllabus” link in the navigation menu. You must log into your Canvas course no later than the first day of the session to find out chat session dates and other vital information. [Once you are registered in the course, you will have access to your online Canvas class the Friday before the session begins.]

Applied Professional Experience Application

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 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 (next page), including the name of my academic advisor..
- 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, and completion of the 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 Professional 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 afterschool 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.fischlerschool.nova.edu/placementform/placementform.aspx> to report your placement information.

You must scan and email (or mail) this completed, signed form (all pages) *and* a copy of the completed, signed Student Transaction Form to the name and email or mailing 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)

Revised 7/9/19 DLF

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

Office Use Only

Academic Advisor Signature

Print Name

Extension

Date

Processed by

Date