



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 (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:

- a. Log into SharkLink (<https://sharklink.nova.edu/cp/home/displaylogin>).
- b. Locate the "Records and Academics" section on the Student tab and click on "Course Information".
- c. Select "Registration-Add/Drop" to access and complete the SEA.

Applied Professional Experience Application

SUBMIT Application and STF to:
Ms. Sarah Harris via email:
saraharr@nova.edu
 Abraham S. Fischler College of Education
 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 (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 Ms. Rubyann Bradshaw, rb516@nova.edu; (954) 262-8453 / 1800-986-3223, ext. 28453.

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

Please contact Ms. Sarah Harris at saraharr@nova.edu or 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 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

Home or Cell Phone: _____ Work Phone: _____

NSU E-mail Address: _____@mysu.nova.edu ***Personal emails are not accepted***

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:

___ Cognitive Behavioral Disorders (ESE 0699)	___ Math Education (MAT 0697)
___ Computer Science Education (CSE 0699 or CSE 0799)	___ Multicultural Early Intervention (ECSE 0699)
___ Early Childhood Special Education (ECSE 0699)	___ PreK/Primary Education (EC 0699)
___ Early Literacy (EC 0699)*	___ Preschool Education (EC 0699)
___ Educational Media (EM 0699 or EM 0799)	___ Science Education (SCI 0699)
___ Elementary Education (ELE 0699)	___ Social Studies Education (SST 0699)
___ English Education (ENG 0699)	___ Spanish Language Education (LANG 0699)
___ Exceptional Student Education (ESE 0699)	___ Teaching English as a Foreign Language (TSOL 0699)
___ Gifted Education (EP 0699)	___ Teaching English to Speakers of Other Languages (TSOL 0699)
___ Instructional Design and Diversity Education (IDDE 0699)	___ Urban Education (URBE 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)

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 preference for a session: (check to indicate first and second choices):

	Fall I	Fall II	Winter I	Winter II	Summer I
Session Preference:	__1 __2	__1 __2	__1 __2	__1 __2	__1 __2 (Only EC 699)

Other Important Notes:

Please download the syllabus from <https://coursewizard.nova.edu> now and order textbooks (if required) before the class begins.

Check for an updated syllabus when you enter your Blackboard course. You must log into Blackboard on the first day of the session to find out chat session dates and other vital information. [You will have access to your online Blackboard class approximately three days 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 completed the **security clearance process/background check**.
- I am including a copy of my **security clearance badge, letter or school employee badge (if approved.)**
- 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).
- I am submitting the completed **Applied Professional Experience application form** (including this checklist), **the Student Transaction Form**, and a copy of my **security clearance/ school employee 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 workday; however, these activities must be approved in advance by your immediate supervisor. Other activities may be completed in before- or afterschool 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 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 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

(one semester per form only)

STF



Enrollment and Student Services
Office of the University Registrar
3301 College Avenue • Fort Lauderdale, Florida 33314-7796
(954) 262-7200 • 800-541-6682 • Fax (954) 262-3256

Abraham S. Fischler College of Education - saraharr@nova.edu

Last Name _____ First Name _____ Middle Initial _____

NSU ID N _____ 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

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

Courses to Drop or Withdraw

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

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 _____