

## The Applied Field Experience Application

**SUBMIT completed Application and STF to:**

[fceadvise@nova.edu](mailto:fceadvise@nova.edu)

Abraham S. Fischler College of Education  
and School of Criminal Justice  
3301 College Ave  
Ft. Lauderdale, FL 33314

**READ the entire application form CAREFULLY**

You are eligible to apply for an Applied Field Experience course *if* you have met the following requirements:

- Program requirements prior to registration:
  - Students enrolled in MS in Reading Education program - Must complete CUR 0526, RED 0554, RED 0555, RED 0570 & RED 0575 prior to registering for RED 0587
  - Students enrolled in the EDS in Mathematics Education program - Must complete EDU 0708 prior to registering for APR 0750
  - Minimum of 3.0 GPA
  - Complete and sign the NSU Student Enrollment Agreement (SEA)
- Credit hour requirements:
  - Minimum of 24 credit hours completed prior to registering for RED 0587 or APR 0750
- Your school principal agrees to the Principal Information & Consent form in the link below:  
➔ [Principal's Information & Consent Form](#)

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

- Submit a completed & signed application, with the [Student Transaction 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. [https://education.nova.edu/Resources/uploads/app/28/files/PDF/student\\_transaction.pdf](https://education.nova.edu/Resources/uploads/app/28/files/PDF/student_transaction.pdf).  
Check the schedule at <http://education.nova.edu/students/currentstudents/course-schedule.html> for session dates.

### Directions for Requesting a Field Placement or Security Clearance

For specific questions about field placements and security clearance, please contact Jodi Miller:  
[jmiller2@nova.edu](mailto:jmiller2@nova.edu) **Placements take time to coordinate, so start the process as soon as possible.**

**Office of Placement Services resource pages:**

<http://education.nova.edu/students/current-students/gtep/office-of-placement-services.html>

<http://education.nova.edu/students/current-students/gtep/how-to-get-a-field-placement.html>

**Please complete this checklist before submitting this application:**

- I understand that incomplete applications, including those without an principal'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 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 workday; however, these activities must be approved in advance by your immediate supervisor. Assignments may require time to be spent in other teachers' classrooms.

Please contact your **Academic Advisor** ([fceadvise@nova.edu](mailto:fceadvise@nova.edu)) if you have any questions about the application process or requirements.

## Applied Professional Experience Application

Name (Ms. /Mr.) \_\_\_\_\_ Date Submitted \_\_\_\_\_

Current Occupation \_\_\_\_\_ NSU# N \_\_\_\_\_

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. Please review the link to for more information about the role of the principal and the practicum course.

This signed consent form will be included with the proposal. [Principal's Information & Consent Form](#)

**Place a check in front of (or highlight) your specialization/program and term:**

|                                                                                                                                                                      |                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Select course:</b><br><br><input type="checkbox"/> APR 0750 Educational Field-Based Project<br><br><input type="checkbox"/> RED 0587 Supervised Reading Practicum | <b>Select term:</b><br><br><input type="checkbox"/> Fall Term (16 Weeks)<br><br><input type="checkbox"/> Winter Term (16 Weeks) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|

**Please sign and include this page when you submit your application to [fceadvise@nova.edu](mailto:fceadvise@nova.edu)**

I am submitting the completed items listed below:

- Applied Field Experience application form (2 pages)
- [Student Transaction Form](#)
- Copy of my security clearance badge or letter

**I have read and understand all information on this application.**

\_\_\_\_\_  
**(Student signature required)**

\_\_\_\_\_  
**(Date)**

|                                                                                                          |                                |
|----------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>For FCE Advising Office Use Only:</b>                                                                 |                                |
| <input type="radio"/> Approved<br><input type="radio"/> Denied<br><input type="radio"/> Student Notified | Notes: _____<br>_____<br>_____ |