The Office of Clinical Experiences (CE) & Candidate Services (CS)

Student Enrolls in Field Course and Submits clearances to Candidate Services (CS) by semester deadline

Clinical Experiences (CE) will email instructor or field coordinator a pre-populated field placement template (student ID, Name, Section). Template will be sent at the start of the semester. (See below for more information)

Instructor makes field placement request directly to contact person and completes field placement template & notifies CE. CE will request clearances to be sent to schools in collaboration with Candidate Services (CS)

Faculty member has a Pre-Established Field Relationship with specific schools or districts and CE is aware of the realtionship? (SEE DEFINITION BELOW)

Clinical Experiences (CE) will work collaboratively with instructor or field placement coordinator to request placements

Clinical Experiences will send completed field placement template to faculty or field coordinator 2 weeks before the start date of the new semester

Candidate Services (CS) will send clearances via encrypted email to the appropriate school district contact person and Clinical Experiences (CE) will notify instructor

Once placements are secured, CE will request clearances to be sent to the appropriate contact person

IF students are not allowed complete field placement at the site (e.g. due to a blemish on their record), instructor and CE will be notified and process will repeat.

NOTE: A Pre-Established Relationship is: an arrangement between the WCU instructor & the organization administrator to develop a list of possible preK-12 teachers to be mentors. WCU instructor assigns WCU students to teacher mentors.

ONLY for Pre-Established Relationships: Field Placement template will be an Excel spreadsheet (downloaded from the enrollment in field courses) that will be prepopulated with Course Number & Section, Instructor, Student Name, Student WCU ID Number, instructors who have secured placements in coordination with CE (Pre-Established Relationships) will complete the blank column listed as contact person (field site to send clearances) school district and school name for each student. Students enrolled during the Add/Drop period must be entered on the template by the instructor.

October 25, 2018