

Field Experience Policy and Procedures

Due to the high volume of request forms that we must get out to schools and the school boards in a short amount of time, we request that all forms be ready to forward to schools upon submission to our office.

Please type the request form online. A copy of the form can be downloaded at http://coe.memphis.edu/Advising/Forms/fe_request_form.pdf.

Only one school should be requested per form. Please use the rotation list (*see back of this page*) for school choices. Listing 2nd and 3rd school choices is strongly encouraged. If you are unfamiliar with the schools in this rotation area, you may request a school system (Shelby County, Memphis City, etc.) in place of the school name and our office will assign a specific school to the form. Once requests are approved, we cannot accept student initiated changes in placements. Faculty are encouraged to assign schools or limit school choices for students. Faculty assigned schools may help expedite the placement process.

We ask that you assign no more than 10 students per school, per form. Please have students assigned to schools on the request form prior to submission to our office (BH 204). Due to the short amount of time we have to get these forms out to the schools, our office cannot complete forms for instructors. **Please note that our office will only accept requests made by the instructor.** Students will not be permitted to make, change or check on the status of field experience requests.

Background Checks

Memphis City Schools requires every field experience student to pay a \$6.50 background check fee. You will need to distribute the MCS volunteer form to your students. The form can be downloaded at:

<http://www.memphis-schools.k12.tn.us/admin/communications/adoptaschool/Volunteer-Reg-Form.pdf>.

Before the students are allowed to go to their approved placement, they are required to take the completed volunteer form to the Memphis City School Board (2597 Avery Avenue, room 120) and pay \$6.50 (cash only) for the screening fee. It is the student's responsibility to pay for and obtain their MCS ID. Students are not allowed to enter any Memphis City School without their ID. Please encourage your students to take care of this early. **The MCS ID is valid for one academic school year.**

Shelby County Schools and other local school districts do not require a background check at this time for field experiences. Once placements are approved by the school system, students may contact the schools directly. Contact with the school should be made within two weeks of receiving the approval. **Students waiting until the end of the semester may find that the school has rescinded its approval.**

Field Experience Assignment Requirements

Please attach a description of the field experience expectations for this request. This description will be sent with the request for field experience to the school district. It is important that cooperating teachers know what they are expected to provide.

The description should be a single page, detailed explanation of the assignment students are expected to complete. This explanation will be sent to the school with the request form. We hope that this further information will accelerate school response time and allow individual schools to identify classroom teachers who will best meet the needs of the teacher candidate.

Field Experience Request Timeline

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| January 14 | <ul style="list-style-type: none"> • First Day of Classes |
| January 14- January 29 | <ul style="list-style-type: none"> • Explain the field experience requirements to students • Determine the desired schools • Complete and submit request forms and explanation of field experience assignment to the Office of Clinical Practice: http://coe.memphis.edu/Advising/Forms/fe_request_form.pdf |
| January 29 | <ul style="list-style-type: none"> • Deadline for field experience request forms from instructors • Deliver SCS field experience requests to the SCS school board • Office of Clinical Practice will call, email and fax MCS requests and notify faculty when placements are approved |
| Late-February/Early March | <ul style="list-style-type: none"> • SCS will notify the Office of Clinical Practice with approved/disapproved placements |

Spring 08 MCS Rotation List

Group 4

- Avon (Special Education Center) – 1-12
- Gordon Elementary – K-5
- Humes Middle – 6-8
- Kingsbury Elementary – K-6
- Kingsbury High (7-12) – 7-12
- Pyramid Academy – N/A
- Shannon Elementary – K-6
- Shelby Oaks Elementary – K-6
- Snowden School – K-8
- Treadwell Elementary – K-6
- Treadwell High – 7-12

Group 9

- Airways Middle – 6-8
- Alcy Elementary – K-5
- American Way Middle-6-8
- Colonial Middle – 6-8
- Cordova Elementary-K-4
- Cordova Middle-6-8
- Cordova High-9-12
- Dunbar Elementary – K-5
- Getwell Elementary – K-6
- Goodlett Elementary – K-6
- Kate Bond Elementary-K-5
- Magnolia Elementary – K-6
- Overton High – 9-12
- Sharpe Elementary – K-5
- Sheffield Elementary – K-6
- Sheffield Vo-Tech Center – 10-12
- South Side High – 9-12

Group 12

- Coro Lake Elementary – K-6
- Cromwell Elementary – K-5
- Double Tree Elementary – K-6
- Evans Elementary – K-5
- Fairley Elementary – K-5
- Fairley High – 9-12
- Fox Meadows Elementary – K-5
- Havenview Junior High – 6-8
- Hickory Ridge Elementary – K-5
- Hickory Ridge Middle – 6-8
- Holmes Road Elementary – K-5
- Kirby High – 9-12
- Kirby Middle – 7-8
- Lakeview Elementary – K-6
- Lanier Junior High – 7-9
- Newberry Elementary – K-5
- Oak Forest Elementary – K-6
- Oakshire Elementary – K-5
- Robert R. Church Elementary – K-5
- Whitehaven Elementary – 9-12
- Whitehaven HS – 9-12
- Winridge Elementary – K-5