

Auburn University
College of Education
School-Based Field Experience Request Form

Please check appropriate space.

_____ Undergraduate Field Experience _____ Graduate Practicum _____ Graduate Field Project/Directed Study _____ Graduate Internship

Note: This form is to be used to request all school-based field experiences with the exception of undergraduate/alternative master's internship placements. Please submit the request form to Professional Education Services (PES) by the mid-semester prior to the semester for which the experience is requested. Mandatory checks prior to participating in school-based experiences include proof of negative TB test results and a cleared background check. Proof of a negative TB test result should be turned into the placement site at the beginning of the experience. Proof of a cleared background check from the Alabama State Department of Education should be turned into PES at the beginning of the experience for all students completing field experiences *prior* to admission to teacher education.

System Requested: _____

Department: _____ **Semester:** _____

School Requested: _____

Grade: _____ **Subject:** _____

Complete a Form for Each Requested School

Course	Description of Field Experiences Requested (Be as specific as possible.)	Estimated # of Student Participants or Names of Students	# of Requested Teachers	Beginning & Ending Dates	Total Hours Required	Days & Hours Requested	University Supervisor

School Response: Approved as Requested _____

Modifications Requested:

Date: _____

Signature: _____

Authorization by Public School Official