

Field-Based Experiences

Procedures for Requesting Student Observation and Practicum Field-based Experiences

College/University personnel are required to make all requests for student placements in an observation or practicum field-based experience with Chesapeake Public Schools Personnel Department.

The request should be initiated with the use of the Chesapeake Public Schools' *Field-Based Experience Form* on each referred student or an authorized request form from the institution that includes the required information on the *Field-Based Experience Form*.

Upon receipt of the request from the institution, Chesapeake Public Schools will check the Sex and Crimes Against Minors Registry to verify the student is not registered in this registry prior to the approval of a placement in a school. An authorized affirmation from the institution verifying the student is not registered in the registry will be accepted and preferred.

The request should also include a copy of the institution's field experience requirements for the student and for the assigned teacher's responsibilities with applicable forms.

The Personnel Administrator assigned to coordinate the field experiences will contact the school point of contact via GroupWise to request accommodations for a student placement. This request will include the name of the institution, the name of the student, the type of experience (observation or practicum), the hours needed to be completed, the subject area/grade level, and the time frame for the experience to be completed. The point of contact will also be notified that the student does not appear on the Sex and Crimes Against Minors Registry.

The school point of contact will then determine if accommodations can be arranged for the requested experience. The point of contact will notify the Personnel Administrator if arrangements can be made.

If accommodations can be arranged, the Personnel Administrator will send a confirmation notice to the college/university personnel with a copy to the point of contact via email. An attachment to this confirmation will include the name of the institution, the student's name, the school assignment, the hours of the experience, the type of experience (observation or practicum), the subject area/grade level, the name and position of the school point of contact, the contact telephone number, and the time frame for the experience to be completed. The confirmation notice will request the college/university personnel to have the student contact the school point of contact prior to the beginning of the experience to receive the name of the teacher assignment and any other pertinent information such as the school's hours, schedule, etc.