

Field Experience Packet

One Sample Field Experience Request form (completed)
Instructions on how to complete Field Experience Request form
One Blank Field Experience Request form
Background forms for districts in the area.

The following districts have agreed to the UHCL Criminal History form (provided in the packet).

- **Alvin ISD**
- **Brazosport ISD**
- **Channelview ISD**
- **Clear Creek ISD**
- **Columbia Brazoria ISD**
- **Danbury ISD**
- **Deer Park ISD**
- **Dickinson ISD**
- **Friendswood ISD**
- **Galena Park ISD**
- **Galveston ISD**
- **Goose Creek Consolidated ISD**
- **Hitchcock ISD**
- **Houston ISD**
- **La Marque ISD**
- **Pasadena ISD**
- **Santa Fe ISD**
- **Sheldon ISD**
- **Texas City ISD**

The following districts require a background form be completed online:

- **Pearland ISD** - All field experience candidates need to apply online in the “other” category as an “observer”.
- **La Porte ISD** - All a field experience applicant need to complete the Volunteer application.
- **Fort Bend ISD**
- **Cleveland ISD**

All other districts require that district’s form. If not indicated above please use only that district’s background form. **Failure to do so can result in a delay of your field experience request.**

When submitting the field experience request. Please include;

1. Field Experience Request form (dated 11/1/07)– *completed by instructor*
2. Background form for each student - All requests must have a background form attached **regardless** of employment within the district.
UHCL faculty observing students are required to complete a background form.
3. Class Roster (if names are not included in the field experience request)

If you have any questions about field experiences please contact your SUITE SECRETARY.

Please note – the process for approval can take a few weeks. Students are not allowed on the campus until formal approval has been issued by the district.

Have a great semester!

Field Experience Request Form Instructions

- **Forms Revised 11/1/07 will be the ONLY forms accepted**
- Please discard any old forms you may have saved on your computer
- Instructor Completes Field Experience Form
- Complete one form per class section / per school
 - Only one form is allowed per each school where a field placement is being requested
 - Only one form is allowed per class section. You can not combine two class sections on one request
- Complete form completely
- Rubric/Course Title – list course rubric and class name
- Class day / time – list when the class meets on campus
- Total # of candidates – list how many students are enrolled in this class
- Suite Secretary – list your suite secretary’s name
- Field Experience/Activities/Duties should contain what the student will be doing on the campus.
“Observing one time, teaching four times, etc.” (See sample form)
- ISD must be listed
- School Name must be listed
- Grade Level – what grades will the experience take place
- Dates of Visits – what days will the students be on campus. (if unknown you can list TBA)
- Times of Visits – when will the students be on campus (if unknown you can list TBA)
- Number of Students Per Visits: how many students from your class will be placed at the school listed above
- Student Name(s) and ID(s) should be including on the form. If the whole class is going to the same school, the class roster may be attached.
- Employee information – students who are employed with a district should be listed with their position title. *Note – employed students are still required to complete a background form (per district request)
- Background forms for every student on request must be included when the field experience is turned in to the suite secretary
 - Original forms completed in BLUE or BLACK ink only
 - Forms may not be submitted electronically
- Instructors observing students on a district campus are also required to complete a background form for that district.
- **Completed forms and background checks must be submitted to your suite secretary**