

Field Experience Policy and Procedures for Instructors

- Complete one spreadsheet with all of your requests and email it to st@memphis.edu.
- If requesting MCS, view the schools within each of the 4 Memphis City Schools regions at http://www.mcsk12.net/aboutmcs_school_operations.asp and click on “Regional School Zones”. You will select the zone most appropriate for your candidates.
- Once placements are approved, we **cannot** accept requests for changes.
- Due to the short amount of time we have to get the requests out to the schools, our office cannot complete forms for instructors.
- Please submit the names of **all** students who need a request at one time.
- Please note that you are responsible for notifying the Office of School Based Clinical Practice each time a student is added to your class roster. If our office is not notified, the student will not have a field placement.
- Also 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.
- Caution: Emphasize to your candidates that once they receive their approval, they should contact the school and schedule their field experience hours **immediately**. Failure to act could result in the school cancelling their placement.

Background Checks

Any student completing a practicum, field hours and/or student teaching are required to submit to a TBI background check before a placement is secured. Candidates should submit fingerprints for TBI background check no later than January 27, 2012. Placements could be jeopardized for students who do not have the proper background check. Students must obtain a background check through L-1 Enrollment. Procedures for the mandated TBI background checks can be found on the Field Experience website at <http://www.memphis.edu/tep/field-experience.htm>. If a student obtained a background check last semester, they do not have to go through the process again (they may need to go get or renew their ID if placed in a Memphis City School). If students have questions about whether they are cleared, have them come to Ball Hall 202 or call Liz Muldrow at 678-5352.

Field Experience Request Timeline

First Week of Classes	<ul style="list-style-type: none"> • Explain the background check and field experience requirements to students. Provide the link to the TBI background check form: http://www.memphis.edu/tep/field-experience.htm • Determine the desired school district request. • Complete and email request forms and explanation of field experience assignment to the Office of Clinical Practice at st@memphis.edu.
January 27, 2012	<ul style="list-style-type: none"> • Deadline for each student’s TBI background check to be registered with the Teacher Education Office, Ball Hall 202.
January 27, 2012	<ul style="list-style-type: none"> • Deadline for field experience request forms from instructors. • Email the field experience spreadsheet to st@memphis.edu. • Field experiences could be jeopardized if candidates do not submit their fingerprints by the deadline.

The Office of School Based Clinical Practice will expedite sending out the placements as soon as they are received from the respective districts/private schools. Please remember, no matter how efficient we are in requesting placements, we are dependent on the school district/private school in assigning the placement and notifying us. If you have questions, please contact Whitney Young at 678-4731 or wabrown1@memphis.edu.