

Field Experience Request Form

All TSU students who are sent off-site as part of their College of Education academic/course requirements must have obtained a cleared background check and that the background clearance certificate is on file with the office of Teacher Education and Student Services regardless of their status of admission or non admission to a Teacher Education program.

Semester Year	Instructor Name
Course Prefix/Number/Section	Instructor Phone
Course Title	Instructor E-mail
Hours of Experience Required	
Field Experience Level <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
*Requested School	School Contact (Name / Phone / Email)

Available dates for whole class orientation at requested educational partner site
**Some educational partner sites require an onsite orientation prior to individual placement*

Description of field experience activities *(please attach specifics regarding field experience expectations, i.e., frequency, duration, student work product required)*

List names of field experience students or Attach List:	Academic major	Days & times available:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Please use a separate form for each school/partner request**

Please email this form to Mrs. JoNatalyn S. Mercer jmercerc@tnstate.edu

(For Office Use Only) Date received: _____ Rec'd By _____