

Office Use Only Semester: _____ Placement No. _____
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Fieldwork Placement Form
(Version date: June 2019)

Note: This form initiates a process wherein the TESOL program director locates and secures a 20 hour field placement in order to fulfill a course requirement. If the TESOL student already has access to a placement location, this form is not required.

Submission Due Dates:

- For Fall placements (EDST 6505) please submit **before August 1st**.
- For Spring placements (EDST 6506) please submit **before January 1st**.

Student Name:

Student ID:

SHU email:

Alternate email:

Home Address:

Phone Number:

Alternate Phone:

For which TESOL course are you requesting field placement? (place **one** check below)

EDST 6505 TESL I Methods

EDST 6506 TESL II Methods

Placement semester:

Course instructor:

Preferred placement NJ county (select one from list):

Preferred age range of students (indicate **one** below):

elementary

middle school

high school

Do you have reliable car transportation during the placement?

What field placements have you completed previously for the TESOL program (or for any other teacher prep program like SCED or ESED)? (Please specify.)

Have you completed fingerprinting with any NJ counties? (Please specify.)

Do you have a substitute teacher license in any NJ counties? (Please specify.)

NOTE: Depending on the placement location, additional procedures may be required by the host district (e.g., fingerprinting, personal interview, etc.)

Any additional notes or special circumstances that the program director should consider when seeking a placement for you? (Please specify)

Expectations of our TESOL students during field placement activities:

- Always check in and out through the building's main office.
- Wear identification provided by the hosting school at all times when on school grounds.
- Introduce oneself to building faculty and administrators upon first encounter.
- Demonstrate professional appearance at all times when in the building.
- Follow all guidance of school administrators and faculty.
- Observe classroom instruction quietly without drawing attention to oneself.
- Show flexibility when negotiating placement days/times with hosting teacher and hosting school administration.
- Follow all guidance and directions provided by the hosting teacher.
- Express gratitude to the hosting teacher and hosting administration for welcoming you into the school.
- Ask for help or guidance when needed.

Please sign below. (Your typed name can substitute for a hand signature.)

I have read the student expectations and will follow them to the best of my ability.

Student Signature:

Attention Students! During the first conversation with your hosting teacher, TESOL students should complete the following five tasks:

1. Deliver TESOL placement letter to hosting teacher. (Note: Received from program director as soon as placement is confirmed.)
2. Share paper copies of course syllabus and field placement assignment with hosting teacher.
3. Discuss a schedule for the required 20 placement hours.
4. Start the conversation about opportunities for you to lead instruction during the placement (Note: EDST 6505 = 80% observe and 20% teach / EDST 6506 = 20% observe and 80% teach)
5. Start the conversation about the single supervisor visit during your placement.

Finished completing the form? Deliver the completed placement form by regular mail, electronically, or by hand:

Regular mail	Electronic submit	In person
Bryan Meadows Dept of Educational Studies 400 South Orange Ave South Orange, NJ 07079	bryan.meadows@shu.edu	Bryan Meadows Dept of Educational Studies Jubilee Hall, Room 437



Presidents Hall, Seton Hall University