University of Wisconsin at Stevens Point  
Request for Field Experience

UWSP Student Name:

Address:

Phone Number:

Date Submitted:                     UWSP Course Name:

Instructor:                     Office Phone Number: (715) 346-__________

Email: _______________ @uwsp.edu       Office Fax Number: (715) 346-2549

Field Experience Preference: (Level I, II, or III, see below for descriptions and check a box below)

Subject area/Teacher:

Days and Dates Requested:

Number of Hours:

Purpose/goals of Field Experience:

Approved by UWSP Instructor: ________________________________

Approved by participating teacher: ________________________________

Approved by participating administrator: ________________________________

NOTE: Fully approved forms to be returned to building administrator or secretary one week prior to start of field experience.

cc:    UWSP Coordinator
       UWSP Instructor
       Administrator

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**Pre-clinical Experience being Requested (place a check mark in the appropriate box)**

- **Pre-clinical Level I (up to 20 hours):** The primary duty is to observe instructional program in progress. These observations may involve limited participation, such as preparing materials or tutoring students. Participation must be under the direct supervision of a host teacher, preferably in a classroom setting. Documentation of hours by the host teacher is required.

- **Pre-clinical Level II (typically 20-40 hours):** Pre-clinical teachers may assume further responsibilities, such as instructing small groups or large groups for all or parts of lessons. Lesson content and materials may be prepared by the pre-clinical teacher along with beginning experience with assessment of student work, subject to approval and guidance by the host teacher. Participation must be under the direct supervision of a host teacher. Documentation of hours by the host teacher is required.

- **Pre-clinical Level III (As determined by the program):** Pre-clinical teachers will, over time, at the discretion of the host teacher, assume additional responsibilities including planning for, instructing, and assessing student learning. Participation must be under the direct supervision of a host teacher in prekindergarten through grade 12 school settings. Evaluation based upon observations by the host teacher, or a university supervisor of preservice teacher performance is required.

**Note:** Clinical Experience consists of Student teaching. The Office of Field Experiences will send out requests for each student teaching placement at that time.
Guidelines
All UWSP Field Experiences must be approved in writing by the appropriate teacher and administrator.

Any research projects must be approved in advance following IRB and UWSP protocols.

For Field experiences at SPASH:
- This form should be returned to the SPASH main office secretary one week prior to field experience.
- Make a connection with the SPASH teacher to determine schedule and obtain proper signatures on this form (teacher and administrator).
- Meet with SPASH main office secretary to obtain parking permit and visitor’s badge. (There will be a $5.00 deposit for visitor’s badge.)

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FOR OFFICE USE ONLY:

Name: _________________________________  Badge Number:________________
Parking Permit Number: ___________________  Deposit of $5.00 Paid:___________