Field Experience Placement Process
for Student Teaching, Internships, and Observations

Tempe Union High School District values our collegiate partnerships and wants to provide an opportunity for students to complete their field experience requirements with us.

It is important that the following clearance process is completed prior to a college student entering a TUHSD campus or in a classroom.

Field Experience <u>no</u> longer than one (1) school day (classroom observation):

➤ The student contacts the Assistant Principal of Academics to schedule a campus visit and arrange the classroom(s) to observe.

Field Experience <u>more</u> than one (1) day (student teaching, internships, and observations):

➤ The student obtains a TUHSD *Field Experience Placement Application* from his/her College Placement Advisor.

➤ The College Placement Advisor contacts the Assistant Principal of Academics at the selected school to arrange placement and obtain the name of the Mentor Teacher.
Students are not permitted to arrange placement.

➤ The College Placement Advisor emails the completed application **and** a copy of the student's valid DPS fingerprint card to TUHSD Human Resources Department. Please see instructions on the application.

➤ Once the student is cleared to begin his/her field experience, Human Resources will send an email confirming placement to the student, the College Placement Advisor, the Assistant Principal of Academics, and the Mentor Teacher.

Reminders:

Field experience applications are only available from College Placement Advisors that TUHSD has an established Affiliation Agreement or Intergovernmental Agreement.

To prevent any delays in the approval process, the College Placement Advisor's name must be on file with TUHSD Human Resources Department.

Students must complete a new application and obtain clearance from TUHSD Human Resources Department each school year. Clearance from a prior school year is not valid.