Field Experience Process – Spring 2016

Field experience courses give WCE students the opportunity to gain experience in Pre-K-12 classroom settings. Requirements for these courses vary, and full descriptions of each field experience can be found on the Field Experiences webpage. When you are enrolled in a field experience course, the Office of Professional Experiences provides your field experience placement. The following procedure is followed for all field experience placements:

- Students receive an email requesting completion of the Field Experience Application from Ms. Stephanie Glowa, Field Experience Coordinator
- By Wednesday, January 20 – Students complete application on MySeaport (see instructions below)
- At 5 pm on Friday, February 5 – Ms. Glowa will send an email notifying students that placements are available on MySeaport*
- Immediately afterward - Students must contact site coordinator at their assigned school to request the name and email address for their partnership teacher(s) **
- By Friday, February 12 - Students must contact their partnership teacher(s)**
- By Wednesday, April 20 - Deadline to complete field experience requirements in schools
- By Wednesday, April 27 - Partnership teachers complete electronic evaluations distributed via site coordinators
- Faculty may view field experience evaluations via MySeaport as they are submitted by the partnership teachers.

*Please be aware that field experience placements are made only in partnership school systems/schools. Exceptions may be made in the case of full-time employment in a school, but those exceptions require approval. For a list of partnership systems and schools, please visit the PDS website: http://www.uncw.edu/ed/pds/schools.html.

**Students should contact Ms. Glowa immediately if they have difficulty communicating with the site coordinator or partnership teacher or if other serious concerns arise in the placement.

Application Instructions:
1. Go to www.uncw.edu and click on Current Students link
2. Click on MySeaport link on left
3. Log in to MySeaport and click on Academics Tab
4. Scroll down to Watson College of Ed
5. Click Field Experience Application

Note: If changes occur in this information after the application is completed, the student should complete the application again with updated information. All changes must be made prior to the application deadline.

To view Field Experience Placements, follow steps 1-4 from Application Instructions above and click Field Experience & Internship Placements.

Placement appeal:
If you feel that extreme extenuating circumstances merit a review of your placement, please email your request to Ms. Glowa by no later than 5:00 pm on Tuesday, February 9. Once the appeal is reviewed, Ms. Glowa will communicate the decision to the student.

Ms. Stephanie Glowa
Field Experience Coordinator
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