

College of Applied Studies
Wichita State University
Application for Field Experience Exception

Field Experience Placement Exceptions Policy

Candidates who wish to complete an internship outside of established partnership schools must submit the exception form for review based on the deadlines listed below. The Professional Education Unit Exceptions Committee will consider each request and refer to the appropriate department head/chair for recommendation of approval.

Decisions are made based on a candidate's prior success in terms of:

- Professional Dispositions (e.g., attendance, punctuality, respect, or commitment to the profession),
- Teaching Performances (e.g., KEEP ratings), and
- Content Knowledge (e.g., methods course grades or letters of support from faculty).

Evidence of this success should be presented when submitting an exception, as well as strong evidence of medical, financial, and family need. **Please provide written artifacts showing:**

- Professional Dispositions (copy of disposition assessment– see your faculty academic advisor or university supervisor for this assessment)
- Teaching Performance (copy of KEEP assessment– see your faculty academic advisor or university supervisor for this assessment)
- Content Knowledge in program of study (block out transcript of current course grades)

AND

- Documented medical conditions **OR**
- Proof of extenuating family circumstance **OR**
- Proof of financial hardship **OR**
- Proof of employment with the school/district

Please note: If approval for a field placement at a school outside the established partnership schools is granted, a fee up to \$500 will be added to the candidate's tuition/fees account to cover the cost of additional support outside of the established partnership schools. It will be the responsibility of the Department Chair/Head granting the approval to determine and administer the charge to the student's account.

Disclosure: With reasonable question or reasonable concern, the decision is at the discretion of the department exceptions committee.

Deadlines:

- Application for a Spring semester placement must be submitted by **November 1.**
- Application for a Fall semester placement must be submitted by **April 1.**

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Name of WSU Candidate:

Major:

MyWSU ID:

Email address:

Address:

Phone number:

Applicant (WSU Candidate) must complete Part I, II, III, and IV, as well as Step 1 and Step 2. Once completed, submit to the College of Applied Studies Advising (CASA) Office, Corbin 107.

Part I:

State your Field Placement Request
 Briefly State Reason for Request
 Requested District
 Requested Building
 Requested Cooperating Teacher
 Requested Grade Level

Part II: Provide justification for your field placement request.

Part III. Attach documentation to support your request as outlined in the field placement policy.

Part IV. You must also include three letters of support: (1) a letter from Cooperating Teacher acknowledging the placement, (2) letter from Building Principal stating specific placement and approval, (3) letter from WSU faculty member(s) who will be supervising the placement and concurrent on-campus class.

Name of Faculty Academic Advisor: _____

Applicant's Signature: _____ **Date:** _____

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| Step 1 | <p>Program Chair Feedback</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Comment</p> <p>Comments:</p> <p>Program Chair Signature: _____ Date: _____</p> |
| Step 2 | <p>Applicant submits form and supporting documentation to CASA Office, Corbin 107. Please note:</p> <ul style="list-style-type: none"> • <u>Applications for spring semester</u> must be submitted by November 1 of the previous semester. • <u>Applications for fall semester</u> must be submitted by April 1 of the previous semester. • Decisions will be made during the scheduled Exceptions Committee Meeting of that month. |
| Step 3 | <p>Department Chair Statement of Financial Commitment & Feedback on Student Request</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>Comments:</p> <p>Department Head/Chair Signature: _____ Date: _____</p> |
| Step 4 | <p>Professional Education Unit Exception Committee Decision</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>Comments:</p> <p>Professional Education Unit Exception Committee Chair Signature: _____ Date: _____</p> |