Field Experience
Steps for Placement

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NOTICE!!!!!

PLEASE READ THROUGH THIS ENTIRE POWERPOINT BEFORE CLICKING THE PROVIDED LINKS TO WEBSITES
I. Security Badge Information
Security Badge

- **BADGE FEE: $75.00**
  - Valid for one year and must be renewed each year

- **BADGE RENEWAL FEE: $25**
  - Students must renew the badge prior to the expiration date
  - A badge renewal code will be emailed to the student approximately 28 days prior to the badge expiration. A badge cannot be renewed without a renewal code
  - Students who do not renew the badge prior to the expiration date must begin the entire security clearance process from the start and pay $75.00 for new badge

- **LOST/STOLEN BADGES: $20**
  - Contact Tommy Taylor for replacement code at ttaylor2@broward.edu
You must submit a copy of your security badge to the TEP office each semester.

Once you have received your badge, scan and email a copy of your badge to Tommy Taylor at ttaylor2@broward.edu or drop off a copy to the TEP office on South Campus.

***FAXED BADGES ARE NO LONGER ACCEPTED***
Directions to Obtain Security Clearance Badge

- Click here to visit the company “Morphotrust” and register for a security badge
- Be sure to select “Broward County”
- The attached directions will guide you through badge registration
II. Registering and Field Placement
Registering for Field Experience

CLICK HERE TO VISIT THE BROWARD COUNTY FIELD EXPERIENCE WEBSITE AND REGISTER FOR PLACEMENT
When logging into the field placement website, this is the home page you will be directed to:
If you already have an account, log in. You do not need to create a new account each semester.
Fill in your Information
(New Users Only)

BE SURE TO USE YOUR 
BC EMAIL ADDRESS!!!!
Choose "College Student"

Check availability of username then click submit
Once you have clicked “submit” on previous page, you will be directed to check your email.

When you open your email, the message will read the following:

You must click or paste the link below for your Field Experience Account to be confirmed

Click on the link
Log in to your account
Choose “Course Registration”
***All EDF 1005 and EDF 2085 should choose “Broward College” in the “University” drop down bar. Choose current semester.

***All EPI and TEP students should choose “Broward College-EPI” or “Broward College-TEP” in the “University” drop down bar. Choose current semester.
IMPORTANT!!!!

ALL INFORMATION FIELDS MUST BE FILLED OUT!! THIS INCLUDES HOME PHONE AND MIDDLE NAME. (If you do not have either, use your cell phone number in the home phone blank AND use your first name in the middle name blank.)
Choose your appropriate courses. Check ALL pages for your courses.
Click "submit"
You will be directed to this page after you have clicked submit. The courses you have successfully registered for will be listed above.

If you need to register for another course, click on the tab below and find your next class.
You have now successfully registered for your field placement.
To view your placement, click on Placement Info.
Once placed, your school information and status will appear here.
Once a school has accepted you for field placement, you may also receive an email to the address you provided when registering (your BC email address).
III. Reaction Form

SEE NEXT SLIDE FOR A PREVIEW OF THE REACTION FORM
Cooperating Teacher Reaction Form

**Cooperating Teacher Reaction Form**

**Student Name**

**Student ID**

**Course Instructor**

**Education Course**

**Semester**

**Placement School**

**Cooperating Teacher’s Name**

**Cooperating Teacher’s Email Address**

(Students must provide the Cooperating Teacher’s email address or they will be asked to complete this form. All signed forms and signatures will be verified by cooperating teachers via email after forms are submitted to the TEP office.)

Log the date and time of each field experience. The cooperating teacher’s initials are required after each field experience to verify signatures.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Student’s Initials</th>
<th>Cooperating Teacher’s Initials</th>
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**Total Hours:**

Please rate the student in each of the areas below by placing an “X” next to the appropriate level.

**Attendance & Punctuality**

- Excellent (perfect attendance & punctuality)
- Average (occasional tardiness)
- Poor (often tardy)

**Professionalism**

- Excellent (very professional behavior)
- Average (professional behavior)
- Poor (unprofessional behavior)

**Initiative & Enthusiasm**

- Excellent (always takes initiative and is very enthusiastic)
- Average (sometimes initiative and enthusiasm)
- Poor (lacks initiative and enthusiasm)

**Ability to Connect with Students**

- Excellent (very approachable, friendly)
- Average (sometimes approachable)
- Poor (unapproachable)

**Comments:**

**Cooperating Teacher’s Signature**

***All completed field experience forms must be scanned and emailed to Tommy Taylor at myemail@broward.edu or dropped off to the TEP office located at the Willis Holcomb Center***

_Faxed copies are not longer accepted_
Reaction Form

Click above to be redirected to the a printable version of the Cooperating Teacher Reaction Form
Contact Information

- Dr. Robyn Klein
  954-201-7983
  rklein1@broward.edu

- Mr. Tommy Taylor
  954-201-7979
  ttaylor2@broward.edu