Field Experience

Steps for Placement and Success

TEACHER
EDUCATION
BROWARD COLLEGE

Table of Contents

Field Experience Overview

Field experiences are an integral part of preparing pre-service teachers by providing an opportunity to apply the theories and practices learned in courses to a real-world K-12 classroom. Students will gain confidence as an educator as they discover that teaching is a process of continuous growth and development as they assess themselves in a performance situation.

Please read through this entire document before clicking the provided links to websites.

I. Security Badge Information

A background check must be conducted on all students before placement. The purpose of the Security Clearance procedure is to comply with Chapter 1012.56 of the Florida Statutes under section 9 (a) and (b) which explains procedures and standards that must be followed by Florida school districts when certifying school personnel.

Background checks are conducted by FieldPrint. *No other agency security clearance will be accepted for field experience within Broward County Public Schools.*

For further information of BCPS Security Clearance procedures, visit: https://www.browardschools.com/Page/35284.

Directions to Obtain Badge

- Click here to visit the website of FieldPrint:

  https://www.fieldprintflorida.com/

fieldprint

Need More Help?

Frequently Asked Questions

By logging into this system, the user acknowledges and agrees as follows: (1) That this is a restricted computer system; (2) It is for authorized use only; (3) Use of this system constitutes consent to security monitoring and auditing; (4) Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.

Required items are marked with *

New Users | Sign Up

If you are a new user, please register with Fieldprint® in order to schedule your appointment. Begin the registration process by entering your e-mail address below.

Email address: *

sammyseahawk@mail.broward.edu

Enter your BC Email Address.

Sign Up

Existing Users | Sign In

If you already have an account, please log in below to :

- Check your appointment status
- Re-schedule your appointment
- View and print your receipt

Email address: *

Password: *   ⑦

Forget Password?

Sign In

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![fieldprint logo]

Need More Help?

Frequently Asked Questions

Sign Up

🔒 We value your personal information and keeping it secure at ALL times. Privacy Statement

💾 Your information is saved as you complete each step. You can log in and continue at any time.

Required items are marked with *

To register with Fieldprint®, please enter the password you would like to use below, along with a security question and answer. All of the following fields are required.

Password Rules
Must be 8 to 16 characters long
Must contain at least one capital letter, one lowercase letter, one number and one special character (/!@#$%*?,._+|~-={}[]:;\)
May not be the same as your current password
May not contain the phrase 'password' or match any on Fieldprint's 'banned' password list
May not be the same as a password you have used in the last 14 days
May not be the same as any of your last 12 passwords used
May not contain your username
Is case sensitive

Password you would like to use *

Re-type Password * ⊘

Enter Password Information, as indicated. Save for your records.

Security Question * ⊘

Answer to your Security Question * ⊘

Contact Email Address * ⊘

Sign Up and Continue

Need More Help?

Frequently Asked Questions

Reason For Fingerprinting

Fieldprint Code

If your organization provided you with a Fieldprint Code, please enter it here.

If they have not done so, please check with your employer/agency for a Fieldprint Code.

Please do not enter your ORI, as you will not be able to proceed (ORI example: FL100200Z).

[   ] ⑦

[Continue]

Enter Field Print Code.

Badge Type	Badge Code
NEW BADGE	FPBCPSPresEdNet
BADGE RENEWAL	FPBCPSPresEdBRenNet
BADGE REPLACEMENT	FPBCPSPresEdBRepNet
CURRENT BCPS EMPLOYEE	FPBCPSEmpPreEdNet

Continue Without Fieldprint Code

If your employer/agency does not have a Fieldprint Code, please select your Reason to be fingerprinted from the list below.

If you do not know your reason to be fingerprinted, or it is not listed here, please contact your employer/agency.

Action	Reason Name	Reason Description
[Select]	FL - AHCA	AHCA - Fingerprints will be submitted to the Florida Department of Law Enforcement for the purposes of a Level 2 screening for individuals seeking employment in various healthcare settings such as assisted living facilities, home health agencies, hospitals, etc. (ORI # EAHCA020Z)
[Select]	FL - Managed Care	Fingerprints will be submitted to the Florida Department of Law Enforcement for the purposes of a Level 2 screening for individuals seeking employment with a Managed Care Organization. (ORI # EAHCA790Z)

Security Badge Codes

- **NEW BADGE** fee: $75.00

  - Valid for one year and must be renewed each year

  - Code: **FPBCPSPresEdNet**

- **BADGE RENEWAL** fee: $25.00

  - Students must renew the badge prior to the expiration date

  - *Students who do not renew the badge prior to the expiration date must begin the entire security clearance process from the start*

  - Code: **FPBCPSPresEdBRenNet**

- **BADGE REPLACEMENT** fee: $10.00

  - Lost/Stolen Badges

  - Code: **FPBCPSPresEdBRepNet**

- **CURRENT BCPS EMPLOYEE** fee: $7.50

  - Individuals with a BCPS personnel number ONLY (Not Including Substitutes)

  - Code: **FPBCPSEmpPreEdNet**

Badge Pickup

Once a student has been fingerprinted and cleared, *wait five business days* and then pick up badge in-person.

Badges can be picked up only on

Mondays and Thursdays from 1:30-4:30pm at

The Security Clearance Office will begin operating out of

the third floor of the TSSC Building located at:

7720 W. Oakland Park Blvd. Sunrise, FL 33351

Questions about badges can be directed to Ana Alvarez (aalvarez@fieldprint.com).

Directions to Submit Badge

- Once you have received your badge, scan or take a clear picture with a smart phone and <u>email</u> a copy of your badge to edufieldplacement@broward.edu . Submit badge using a JPEG or PDF format from your BC Email. A confirmation email will be sent within 2-3 business days.

- Submit a copy of your security badge to the TEP office <u>each semester </u>by the assigned deadline.

- In the email Subject indicate: **Badge Submission (Last Name)**

- Include your name, course(s) requiring field experience including the ID and Reference Number, which can be found on your schedule. Insufficient emails will be sent back.

II. Registration for Field Experience

Online Registration

Directions to
Register for Field Experience

- Click here to visit the website of WebAppe:

https://webappe.browardschools.com/fieldexperience/Login.aspx

https://webappe.browardschools.com/fieldexperience/login.aspx

Favorites | Google | Web Slice Gallery

FE

Page ▼ Safety ▼ Tools ▼ ❓ ▼

HELP

Resources

⊞ 📁 Finger Printing
⊞ 📁 Broward School Maps
⊞ 📁 Adobe Acrobat Reader

When logging into the field placement website, this is the home page you will be directed to:

Field Experience

User Name: [   ]

Password: [   ]

LOGIN

New Here? - Sign-Up   Forgot Password/Login?

Settings   +
My Stuff   +

Internet | Protected Mode: On   🔍 ▼ 🔍 100% ▼

HELP

Resources

⊞ 📁 Finger Printing
⊞ 📁 Broward School Maps
⊞ 📁 Adobe Acrobat Reader

Settings
My Stuff

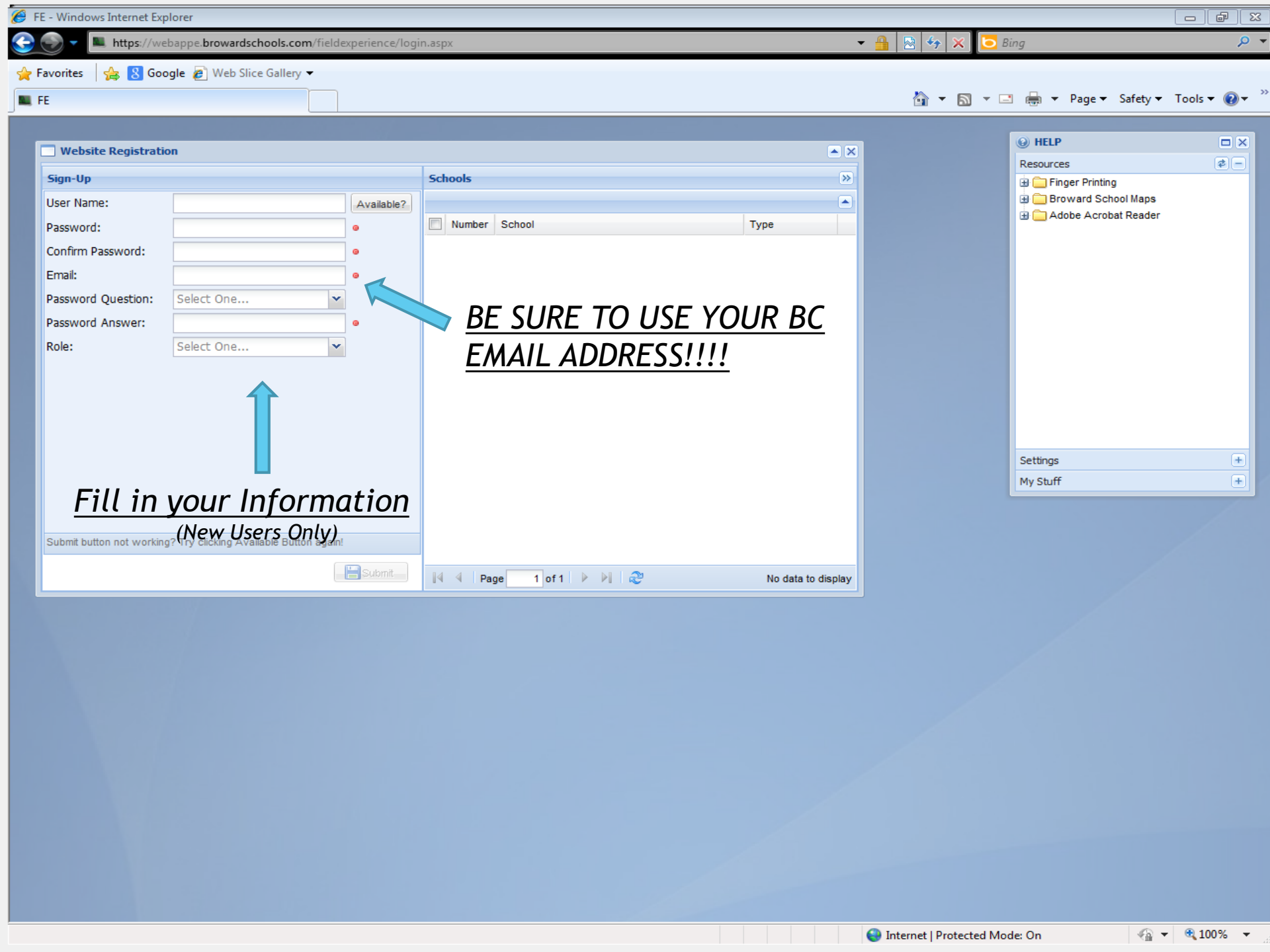## Field Experience

User Name: _____

Password: _____

LOGIN

New Here? - Sign-Up   Forgot Password/Login?

New Users Click Here

If you already have an account, log in. You do not need to create a new account each semester.

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

https://webappe.browardschools.com/fieldexperience/Confirm.aspx?id=5e4b5665-083a-41b3-93ad-7d2c8b37f9b3

Click on the link

Favorites   Google   Web Slice Gallery

https://webappe.browardschools.com/fieldexper...

Page   Safety   Tools

Click "Login"

Field Experience

Email is Confirmed. Your Field Experience Account is now Activated.

Login

https://webappe.browardschools.com/fieldexperience/student.aspx

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https://webappe.browardschools.com/fieldexper...

Page ▾   Safety ▾   Tools ▾

Course Registration

Placement Info

Choose "Course Registration"

HELP

1. Course Registration Icon - Click it
2. University - Choose your School from the Dropdown.
3. Semester - Choose a Semester from the Dropdown. Available Courses v Appear at the Bottom of Screen.
4. Name - Fill in First and Last. Provide Middle if you have one.
5. Address - Fill in Street, City, St and Zip. Your placement depends on an accurate address!
6. Fill in all other fields.
7. Course(s) - Click and Highlight Only One Course at a time! Then Click the Submit Button!

Start

Internet | Protected Mode: On   100%

Favorites | Google | Web Slice Gallery

https://webappe.browardschools.com/fieldexper...

Page ▾ Safety ▾ Tools ▾

Course Registration

College:

University	Semester	
Broward College		

Name:

First	Middle	Last	Student Number

Address:

Street	City	State	Zip
		Select One...	

Other:

Home Phone	Cell	Emerg. Contact	Emerg. Phone	Social Security

Additional Info:

Any children attending BCPS?	If yes, where?	Relatives work in BCPS?	If yes, where?
Select One...		Select One...	

Additional Info:

Did you attend a BCPS?	If yes, where?
Select One...	

HELP

1. Course Registration Icon - Click it
2. University - Choose your School from the Dropdown.
3. Semester - Choose a Semester from the Dropdown. Available Courses will Appear at the Bottom of Screen.
4. Name - Fill in First and Last. Provide Middle if you have one.
5. Address - Fill in Street, City, St and Zip. Your placement depends on an accurate address!
6. Fill in all other fields.
7. Course(s) - Click and Highlight Only One Course at a time! Then Click the Submit Button!

Course	Begin	End	Req Hrs	Grades	Placement
EDF1005	01/07/2013	04/26/2013	15	KG,1,2,3,4,...	Early Field Experience
EDF2085	01/07/2013	04/26/2013	15	KG,1,2,3,4,...	Early Field Experience

***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.*

Page 1 of 1   Displaying 1 - 2 of 2

Submit

Start | Course Re...

Done   Internet | Protected Mode: On   100%

IMPORTANT!!!!

ALL INFORMATION FIELDS MUST BE FILLED OUT!! THIS INCLUDES HOME PHONE AND MIDDLE NAME. (If you do not have either, use your <u>cell phone number</u> in the <u>home phone</u> blank AND use your <u>first name</u> in the <u>middle name</u> blank.

https://webappe.browardschools.com/fieldexperience/student.aspx

Bing

Favorites | Google | Web Slice Gallery

https://webappe.browardschools.com/fieldexper...

Page ▾ | Safety ▾ | Tools ▾

Course Registration

College:

University
Broward College - TEP

Semester

Name:
First | Middle | Last | Student Number

Address:
Street | City | State Select One... | Zip

Other:
Home Phone | Cell | Emerg. Contact | Emerg. Phone | Social Security

Additional Info:
Any children attending BCPS? Select One... | If yes, where? | Relatives work in BCPS? Select One... | If yes, where?

Additional Info:
Did you attend a BCPS? Select One... | If yes, where?

HELP

1. Course Registration Icon - Click it
2. University - Choose your School from the Dropdown.
3. Semester - Choose a Semester from the Dropdown. Available Courses will Appear at the Bottom of Screen.
4. Name - Fill in First and Last. Provide Middle if you have one.
5. Address - Fill in Street, City, St and Zip. Your placement depends on an accurate address!
6. Fill in all other fields.
7. Course(s) - Click and Highlight Only One Course at a time! Then Click the Submit Button!

Course	Begin	End	Req Hrs	Grades	Placement
EEX4843-CENTER	01/07/2013	04/26/2013	60	KG,1,2,3,4,...	Practicum
EEX4843-ELEME...	01/07/2013	04/26/2013	60	KG,1,2,3,4,5	Practicum
EEX4843-MIDDLE	01/07/2013	04/26/2013	60	6,7,8	Practicum
EEX4843-HIGH	01/07/2013	04/26/2013	60	9,10,11,12	Practicum
MAE3941-MG	01/07/2013	04/26/2013	60	6,7,8	Practicum
MAE3941-HIGH	01/07/2013	04/26/2013	60	9,10,11,12	Practicum
SCE3941-HS Bi...	01/07/2013	04/26/2013	60	9,10,11,12	Practicum
SCE4330-MG	01/07/2013	04/26/2013	15	6,7,8	Field Experience
TSL3080	01/07/2013	04/26/2013	10	KG,1,2,3,4,5	Field Experience
EEX3011	01/07/2013	04/26/2013	10	KG,1,2,3,4,...	Field Experience
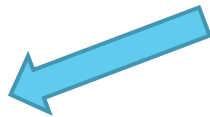
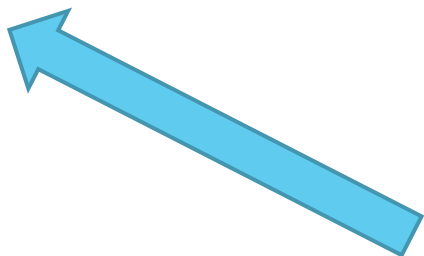*Choose your appropriate courses. Check ALL pages for your courses.*

Page 1 of 3

Displaying 1 - 10 of 21

Submit

Start | Course Re...

College: University
Broward College

Semester
Winter 20132

Name: First
Broward

Middle
BC

Last
Student

Student Number
B1234567

Address: Street
7200 Pines Blvd.

City
Pembroke Pines

State
Florida

Zip
33024

Other: Home Phone
9542018420

Cell
9542018420

Emerg. Contact
Tommy Taylor

Emerg. Phone
9542018416

Social Security
1234567890

Additional Info: Any children attending BCPS?
No

If yes, where?

Relatives work in BCPS?
No

If yes, where?

Additional Info: Did you attend a BCPS?
No

If yes, where?

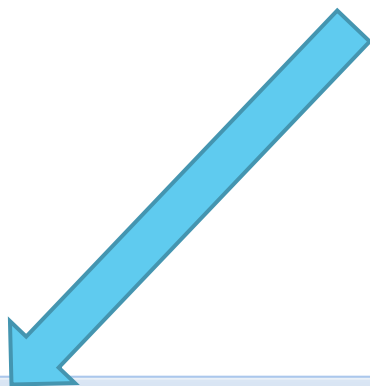| Course	Begin	End	Req Hrs	Grades	Placement
EDF1005	01/07/2013	04/26/2013	15	KG,1,2,3,4,...	Early Field Experience
EDF2085	01/07/2013	04/26/2013	15	KG,1,2,3,4,...	Early Field Experience

Page 1 of 1   Displaying 1 - 2 of 2

Click "submit"

Submit

Start   Course Re...   Placement...

School	Course	SchoolYr	K12School	K12Email	Status	CollegeApprv	Semester	Begin	End	
Broward College	EDF1005	2013				☐	Winter 20132	01/07/2013	04/26/2013	⊖

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.

https://webappe.browardschools.com/fieldexperience/student.aspx

Bing

Favorites Google Web Slice Gallery

https://webappe.browardschools.com/fieldexper...

Page Safety Tools

Course Registration

Placement Info

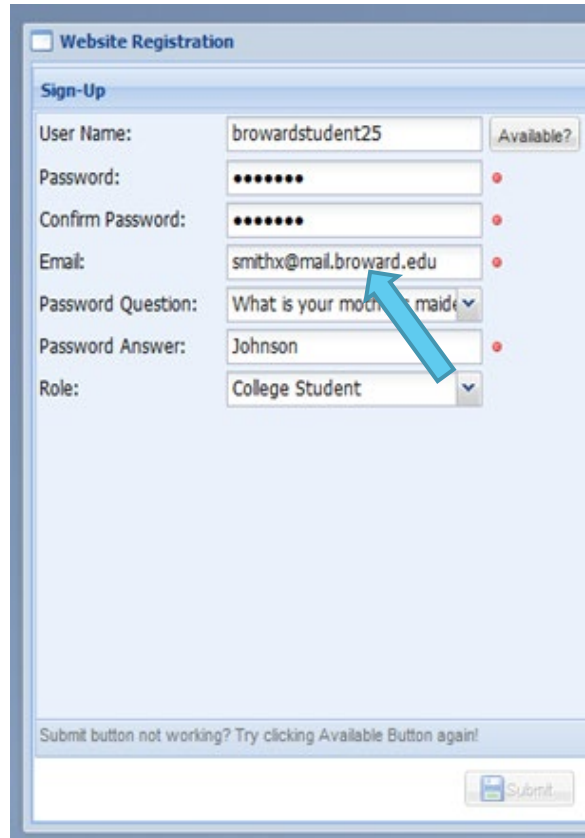**To view your placement, click on Placement Info.**

HELP

1. Course Registration Icon - Click it
2. University - Choose your School from the Dropdown.
3. Semester - Choose a Semester from the Dropdown. Available Courses Appear at the Bottom of Screen.
4. Name - Fill in First and Last. Provide Middle if you have one.
5. Address - Fill in Street, City, St and Zip. Your placement depends on an accurate address!
6. Fill in all other fields.
7. Course(s) - Click and Highlight Only One Course at a time! Then Click the Submit Button!

School	Course	SchoolYr	K12School	K12Email	Status	CollegeApprv	Semester	Begin	End	
Broward College	EDF1005	2013				☐	Winter 20132	01/07/2013	04/26/2013	⊖
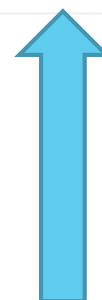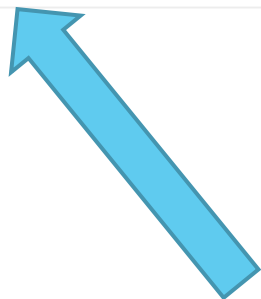
Once placed, your school information and status will appear here.

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).

School Contact

- Check the Field Experience database *daily* for updates on their placement status. Students should not contact a school until their status reads "placed." Reach out if acceptance takes longer than (5) business days.

- Once placed, contact the school and schedule their first visit within 72 hours. Students who are completing field experience hours for multiple classes, must contact all of their Cooperating Teachers once their placements are finalized.

- Students are required to meet with their Cooperating Teacher(s) within one week of being placed to plan a tentative field experience schedule.

- Students enrolled in more than one course requiring field experience hours may be placed at the same school to complete those hours; however, this is not guaranteed.

Placement Approval

Students will not be approved for placement unless they provide the Placement Office with a copy of the security clearance badge by the date specified by the Coordinator of Field Placement and Student Teaching via e- mail and on the TEP Website.

If a student does not provide a copy of badge by the specified date, the student will not receive a field experience placement and must withdraw from the course(s) which require field experience.

Placement Requests

All placement assignments are within Broward County Public Schools.

Students are not permitted to request specific schools. Requests will not be granted.

Students are not guaranteed a placement in the same city in which they reside. However, every attempt is made to keep placements within a reasonable distance from the student's residence. No changes will be granted to field placements for reason of distance.

Students are not guaranteed a placement in the grade level/subject area they prefer. Placements are made in relation to the specific course requirements.

Placement Concerns

If a student has any concerns related to his/her placement it is the student's responsibility to speak with the Coordinator of Field Placement and Student Teaching and the Professor of the course for which he/she is enrolled. Any concerns should be addressed immediately so that the field experience is not negatively impacted.

Contact: edufieldplacement@broward.edu and explain the incident.

III. Expectations and Professionalism

Students are expected to respect the internal rules of the school in which they are placed as they are representing Broward College's TEP. The student is expected to:

•	During the first visit of your guided placements, provide the Cooperating Teacher with a copy of the course syllabus and the corresponding Guide to Field Experience Guide, found on the [TEP Field Experience Placement website](#).

•	Demonstrate professional and ethical behavior at all times.

•	Be supervised by the Cooperating Teacher at all times. *Students should not be left alone in a K-12 classroom setting at any time.*

Dress Code

- ▶ The security clearance badge must be visible at all times.

- ▶ Dress professionally and appropriately for the school setting.

- ▶ Maintain a clean and neat appearance at all times. Please consider covering tattoos and excess piercings.

- ▶ Avoid clothing that is revealing and/or provocative in nature.

- ▶ At no time will clothing such as t-shirts, flip flops, jeans, low cut shirts, cutoffs, etc., be tolerated at the school. Students observed dressing inappropriately at a school site may be asked to leave the school and must make up the hours at a later date.

Attendance/Punctuality

▶ Arrive at the placement school 10-15 minutes early and check in at the main office. Let the office staff know that you will be coming on a regular basis.

▶ Always sign in/out at the school's front office upon arrival and departure. Adhere to the schedule you and your Cooperating Teacher agree upon.

▶ If an emergency arises, notify the Cooperating Teacher as soon as possible. All required hours must be completed by the due date.

Field Experience Documentation

Each time the student visits the placement classroom, they must record the date and time on the Field Experience Reaction Form. The Cooperating Teacher must sign the log after each visit for verification purposes. The Field Experience Reaction Form may be found on the TEP Field Experience Placement website.

At the completion of the field experience hours, the Cooperating Teacher must complete the evaluation section of the form. The student is required to submit the completed Field Experience Reaction Form in LiveText to the course in which the field experience hours were completed. The Field Experience Reaction Form submission is considered a Critical Assignment and subject to the Critical Assignment Policy. If a student does not submit the required documentation, he/she will receive an "F" for the course. All Field Experience Reaction forms will be evaluated and the hours verified for each field experience placement.

Questions?

TEP: MAIN CAMPUS
1000 Coconut Creek Boulevard
Coconut Creek, Florida 33066

954-201-2500

Website: www.broward.edu/education

TEP Blog: http://

browardcollegeeducationpathway.blogspot.com/