



## Procedure for Field Experience Placement

**TO: Students in OPSU coursework with a required field experience component**

Please review the following instructions regarding your field placement:

- ✓ Your course instructor will inform you of the requirements concerning placement and observation. **This includes registering with [www.castlebranch.com](http://www.castlebranch.com)**
- ✓ You will complete a Field Placement Request form. This form is returned to **Mrs. Delilah Henderson, HMH RM 122A, Field Placement Officer (FPO).**
- ✓ After reviewing prior field experience, the FPO will determine a suitable field experience and review any concerns with the course instructor. You must have a current background check processed and cleared through **Castlebranch.com** prior to placement.
- ✓ The FPO arranges all field experience. You **are not** to arrange placement on your own! If you have an issue with your placement, please note it on your Field Placement Request form, OR contact the FPO in person, phone call or email.
- ✓ The FPO will contact the building principal to obtain permission for you to enter the school.
- ✓ Once the FPO has acquired permission by the principal, the FPO will notify you that the observation experience can begin. You may contact the teacher to arrange specific days and times for observation.
- ✓ The supervising teacher may receive a packet of information regarding your placement, depending on the expectations of your instructor.
- ✓ You will complete the requirements for the field experience and document your activity on the **Field Experience Record**. You may also obtain a Field Experience Record form on the OPSU School of Education website or by contacting the FPO.
- ✓ Once the observation hours are completed, return the Field Experience Record form to the FPO. The FPO will email it to the supervising teacher who will then complete an **Affidavit of Supervision**. Once the FPO receives back the Affidavit of Supervision, the FPO will record the observation hours in the database. The instructor receives all this information for grading purposes.
- ✓ Your course grade will be dependent upon the successful completion of the required field experience.

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**Mrs. Delilah Henderson, Field Placement Officer**  
**HMH 122A                      580-349-1414                      [delilah.henderson@opsu.edu](mailto:delilah.henderson@opsu.edu)**