Stage 1 (Observations) & Stage 2 (Discovery) Application Instructions:

1. Obtain and submit **copies** of all required (updated) **clearances** to Drexel's Field Placement Office (**FAX: 215-571-4270**) or email to Field Placement Coordinator prior to taking your first course requiring field experiences. Clearances must be updated if they are over a year old.
2. Fill out and submit the **Classroom Observation Field Experience Request Form** link http://www.drexel.edu/soe/academics/undergraduate/Certification-Information/teacher-certification-forms/field-placement-form/
3. Please list each course on the form that requires a field experience listed below for that term and submit the form by the required timeline below.

The electronic **Classroom Observation Field Experience Request Form** link is also found on the Teacher Ed Resource Portal's Field Experience page at http://mobile.goodwin.drexel.edu/si/?page_id=19

Course Requiring Observations and/or Discovery	Submit Field Experience Form by:
EDUC 121: Child Development II **EDUC 123: Adolescent Development** **EDUC 520: Professional Studies in Instruction** **EDEX 142/542: Fundamentals of Special Ed**	**UG**: When registration time tickets open / 6th weeks prior to the start of the term taking the course. **GR:** Prior to enrolling at Drexel, or as soon as you register for first term. ***Please note:** All field experience requests must be received no later than 5:00pm on the Friday of the first week of the term.
EDEX 244/544: The Inclusive Classroom **EDEX 246/546 (PreK-4): Literacy Content Skill Dev.** **EDEX 266/566 (Gr 7-12): Literacy Content Skill Dev.** **EDUC 265/565: Foundations Instructing ELLs.**	As soon as the Registration Time Ticket Opens (6 week prior to the start of the term) **As a reminder**, it is in your best interest to register for courses and apply for a field experience in these classes early so that the Field Placement Office has time to secure your placement. ***Please note:** if you register for a class late, you must submit your field experience request no later than 5:00pm on the Friday of the first week of the term.

Field Placement Coordinators for Stages 1 & 2 based on Student's Last Name:

Student Last Name:	Field Placement Coordinator	Phone:	Email:
A-L:	**Jamillah Moore**	**215-571-4170**	**jam596@drexel.edu**
M-Z:	**Julie Thomas**	**215-895-0339**	**Jlt327@drexel.edu**