



Field Placement

Instructions and Common Questions

Field Placement Steps

1. Submit a Field Experience Request Form (FERF)
2. Complete school district onboarding
3. Communicate



Read the FERF Guidelines and Directions

1. Before submitting the Field Experience Request Form (FERF), read all of the directions and guidelines: <https://education.gmu.edu/office-of-teacher-preparation/field-experience/>
 - The steps you need to complete to allow you to work with a particular school district can take a long time. Submit your FERF well before the deadline.
2. Deadlines for placement:
 - Fall – September 15th
 - Spring – February 15th

*It is recommended that you submit your FERF in the first two weeks of the semester.

Submit Your FERF

1. On the FERF website (<https://education.gmu.edu/office-of-teacher-preparation/field-experience/>), scroll down and click on “Submit your Field Experience Request Form (FERF).”
2. Click on the application link.
3. Read the next few slides for detailed directions.

FERF Form Screenshots

STOP:

If you are taking a course from the special education program or elementary education program (this does not include early childhood special education), DO NOT complete this Field Experience Registration Form (FERF). Please ask your professor FIRST about how you should request your field placement.

Directions:

1. Before completing the form below, please review the field experience placement policies and procedures by [clicking here](#). You are responsible for following all of the policies and procedures related to field experience completion.
 2. **The deadline for fall placements is September 15, and the deadline for spring placements is February 15.**
 3. You must include ALL of your courses that will require field experience this entire semester
 4. Enter your current address where you live while going to school.
 5. Do NOT contact any schools (public or private) or otherwise solicit field experience placements from educators you may know professionally.
 6. All fields marked with an * are required fields.
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Read all of the directions.

FERF Form Screenshots

Enter the address of where you live while attending GMU.



Super important – if you don't have a car or transportation, check this box



Student Information

G#:* G [?]

Mason Email/NetID:*

First Name: *

Last Name: *

Current Address: *

Address Line 2:

City: *

State: *

Zip: *

Country: *

Phone Number: *

Preferred Pronouns: *

Anticipated Graduation Date (mo/yr): *

☐ Check here if you do not have a car or have very limited transportation.

Enter the fields for all starred () items.

FERF Form Screenshots

Course Information

Please select ALL classes that require a field experience for this entire semester below.

Course 1*

Instructor*

Course 2

Instructor

Course 3

Instructor

Course 4

Instructor

Enter ALL courses you need a field placement for in this semester. You can only submit this form once.

FERF Form Screenshots

Endorsement Area: please indicate your endorsement area*

(you will be allowed to observe in ONLY one grade setting unless your syllabus says otherwise)

- ☐ Elementary PK-6
- ☐ Secondary 7-12
- ☐ Foreign Language PK-12
- ☐ English as a Second Language PK-12 (If you plan to teach overseas select the International Cohort option below.)
- ☐ Health and PE PK-12
- ☐ Music PK-12
- ☐ Art Education
- ☐ Theater
- ☐ Literacy
- ☐ Early Childhood Special Education
- ☐ Early Childhood Education, PK-3
- ☐ Dual Licensure Early Childhood Education PK-3 and Early Childhood Special Education
- ☐ Assistive Technology
- ☐ International Cohort

Select your endorsement area
NOT the grade level or content of
the course you are taking.

FERF Form Screenshots

Please select, below, how your placement will be arranged. *

- #1 ☐ I request to be placed by the Clinical Practice Coordinator for my field experiences. I understand placement preferences are not guaranteed.
- #2 ☐ I have permission from my instructor to complete my field experience outside the public school system, and I will be making my own arrangements.
- #3 ☐ I will complete my field placement in my own classroom because I am a full-time contracted teacher. I have the permission of my instructor AND my school administrator (principal). I am NOT a substitute teacher. Please enter your school district and school name below.

Fields marked with * are required.

This is a VERY important section:

- Select option 1 above, if you need me, the Clinical Practice Coordinator to find you a placement.
- Select option 2, if you work for a private school or if you have other circumstances that are approved by your instructor and do NOT need me to place you.
- Select option 3, only if you are a full-time public school, contractual teacher and will be completing your hours in your own classroom and do NOT need me to place you.

FERF Form Screenshots

Lastly, please make sure to click on the green “submit” button at the bottom of your screen.



SUBMIT

Frequently Asked Questions

1. If you are a substitute teacher, you still need to complete the FERF form and should NOT ask a school if you can complete your placement at that location. If you are a site-based sub, then please email me at fieldexp@gmu.edu or call me at 703-993-9777 so we can discuss the details of your contract.
2. **If you have your own placement:** you need the permission of your instructor AND the permission of the location (not a public school) you will be conducting your hours. If you have been given permission, you do NOT need to complete the FERF.
3. **If you are full-time contractual teacher:** receive the permission of your course instructor and your building admin to complete your field hours in your class – if you receive permission to place yourself, you do NOT need to submit the FERF form.
4. Yes, the deadline to submit your FERF form is 9/15, but we highly recommend you submit your FERF as soon as possible, within the first week or two of school.
5. The process is a long one, and each school district requires different items.
6. If you are placed in LCPS, LCPS requires that you also go through their substitute process – fingerprinting, new hire orientation, TB test, etc.
 - If you do NOT have a SS#, you cannot be placed in LCPS

Frequently Asked Questions

1. PWCS has the quickest process.
2. FCPS is notoriously slow due to the volume of requests they receive.
3. If you do not have a car, I make every effort to place you in a school close to where you live, but you may also be asked to take a bus.
4. Placements are made based on the address you submitted in your FERF.
5. I do try to accommodate requests, but this is not always possible.
6. You CANNOT contact a public school yourself, even if you have connections – you can submit the name and contact information of your connection, within the FERF and I will reach out to them.
7. You CANNOT place yourself in a public school.