FIELDWORK PLACEMENT GUIDELINES

1. Submit the following PRIOR to attending a fieldwork site:

   - **Record Card**: for students doing fieldwork for the first time ONLY.
   - **TB Results***: (Tuberculosis Results): must be submitted to the OCP prior to being placed in a school. However, it is NOT required if currently working for the Department of Education of the City of New York, or previously submitted to the OCP.

*Note: TB Test Results must be on file in the OCP in order for us to place you in a school.

2. After you begin your fieldwork, you must follow-up with the following forms:

   - **Fieldwork Contract**: must be signed by your cooperating teacher on your FIRST DAY of observations.
   - **Fieldwork Time Sheets**: log your fieldwork hours until completed & get the Cooperating Teacher’s signature on your last day of observations, before submitting it to the OCP.
   - **Fieldwork Evaluation Form**: get it signed by your Cooperating Teacher on your LAST DAY of observations.

*Note: All forms (time sheets, contracts & evaluations) must be returned to the OCP before the end of the current semester by ALL students after completing all required fieldwork hours.*

If you have any questions or need to print any of our forms, please visit our website at:

http://www.ccny.cuny.edu/education/clinical_practice.cfm

or email us at:

educfield@ccny.cuny.edu

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