

# The City College of New York

SCHOOL OF EDUCATION  
OFFICE OF CLINICAL PRACTICE –  
*Fieldwork & Student Teaching*  
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Office of Clinical Practice-  
Fieldwork & Student Teaching

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Director

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## 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.cuny.cuny.edu/education/clinical\\_practice.cfm](http://www.cuny.cuny.edu/education/clinical_practice.cfm)

or email us at:

[educfield@ccny.cuny.edu](mailto:educfield@ccny.cuny.edu)