

Pre-Practicum Level II Field Placement Application Instruction Sheet

All field experiences are only arranged by the Field Experiences Office. You may not make your own arrangements to conduct observations or teach/work with students. Some faculty members choose to partner with one or two school sites, and organize whole or small group visits for students. The Field Experiences Office works with the entire faculty to find appropriate placements based on each professor's course requirements.

1. You will receive an email containing information about dates and times of the **MANDATORY** Pre-Practicum Level II Placement Workshop. The email will contain two attachments: a **Pre-Practicum Level II Field Placement Application** and a **BCI form**.
2. Go to the Field Experiences Office Bulletin Board and **sign-up for your desired date** to attend the Pre-Practicum Level II Placement Workshop.
3. Download the application and complete the information. **Bring the completed application with you to the workshop.**
4. Download the **BCI form and complete the top portion**. You need to sign the form and have your signature notarized.
5. **Attend a Level II Pre-Practicum Application Workshop** to learn about the application process and your roles and responsibilities as a RWU student in a field placement. You will submit the application at the conclusion of the workshop.
6. Undergo a **criminal background check** (BCI; Background Criminal Investigation). Roger Williams University adheres to the law by requiring that all students of the School of Education submit to a Background Criminal Investigation (BCI) conducted through the Department of Attorney General, Bureau of Criminal Investigation.
7. **Bring the completed BCI** to the Field Experiences Office when you receive it from the Attorney General's Office.