



# Framingham State University

## Frequently Asked Questions for Students

- 1. How do I apply for field study?**  
You may pick up an application at O'Connor Hall 125 or download one, accessible from the [Field Placement](#) page.
- 2. When do I need to apply for field study?**  
Applications for placement are due three or four weeks after the start of the semester prior to the placement.
  - a. Applications for spring placements are due **no later than** October 1
  - b. Applications for fall placements are due **no later than** February 15.
- 3. Why are applications for placement due so far in advance?** In addition to the time required to place over 200 licensure candidates each semester, a series of events begins with each application deadline ranging from notifying the registrar's office to processing overrides, allocating faculty resources, grouping applicants by requested districts, and contacting principals who then recruit teachers and respond to the Field Placement Office.
- 4. May I submit a field placement application after the deadline has passed?**  
Late applicants are placed on the Wait List and will be placed when and if a placement becomes available. Please note that late applicants are not guaranteed a placement and are not guaranteed a spot in a class.
- 5. When will I receive my placement information?** Placement instructions and information are distributed at the [Orientation Meetings](#) which will take place at the end of the semester prior to placement.
- 6. What if my plans change after applying for a placement?** Please contact the Coordinator of Field Placements at 508 626 4573 or [sshaw1@framingham.edu](mailto:sshaw1@framingham.edu) immediately to avoid leaving a vacant placement. If a placement has already been made, we will ask you to contact the hosting principal and teacher to thank them for inviting you into their school, to notify them that your plans have changed, and to apologize for any disappointment and inconvenience caused.
- 7. If I withdraw my application, do I need to re-apply for the following semester?** Yes. This is how we keep track of everyone's plans.
- 8. May I seek my own placement?** No. The public schools deal with the University, not individual licensure candidates. With the number of licensure candidates we place each semester, area schools would be bombarded with individual requests. In addition, many factors are involved in arranging placements. The Coordinator of Field Placements ensures that you receive a placement which meets the requirements for the license which you are seeking.
- 9. The school where I am completing my current placement wants me to return next semester. May I?** Placements are very rarely repeated so that we may offer a variety of experiences as well as meet state and national licensure and accreditation requirements. Your hosting school may also contact the Coordinator of Field Placements for clarification of this policy.
- 10. How do I sign into the Education Department?** Undergraduate students must obtain a [Change of Major/Minor/Concentration/Advisor Request](#) Form from the Registrar's Office and bring it to the Education Department Chair in O'Connor Hall 130 for the required signature.
- 11. What are the requirements for signing into the Education Department?** Although any matriculated student may declare an education coordinate major or minor, beginning with Field Study II all licensure candidates must maintain a minimum overall 2.80 GPA as well as a minimum 2.80 GPA in all education courses.
- 12. What is an 'SP'?** The SP, or supervising practitioner, is the teacher who has invited you into his or her classroom.
- 13. As an early childhood or elementary coordinate major, why do I have two advisors?** Your primary, or liberal arts advisor, will guide you through the requirements of your liberal arts major. Your education advisor will guide you through the requirements for your education coordinate major, including applying for placements and taking MTEL exams. It is imperative that you visit your education advisor, as well as your liberal arts advisor, each semester even if you are not registering for an education course. Planning ahead is crucial to complete your program on time.
- 14. How do I find the names of my advisor(s)?** Your advisors' names are listed in *Degree Works*.
- 15. What are the expectations for my placement?** At the Field Study Orientation meeting, you will receive an instruction sheet which will include a brief summary describing your placement. Please share this information with your supervising practitioner.
- 16. When I contact my supervising practitioner, what should I say?** Introduce yourself. Thank the teacher for inviting you into his or her classroom. Request a meeting to discuss your schedule, your placement, and the teacher's expectations.



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17. **How many hours will I visit the classroom?** Please check your instruction sheet, which you will receive at the Field Study Orientation meeting, for the number of hours required for your specific placement. This information is also in the placement description summary and the [Field Placement Handbook](#).
18. **My placement requires six hours per week in a public school. I do not have a whole day without classes. May I visit twice per week for three hours at one time?** Although we would prefer that you complete your hours per week in one day, sometimes it is not possible. In that case you may split your hours over two days per week.
19. **When I met with my SP, he told me that he may not be teaching the entire time I am there. I only have one free block per week. What can I do?** Make the most of the time you are there. If your SP only teaches 2.5 hours of your three-hour visit, perhaps you could spend time with him one day, visit another teacher's classroom another day, assist with lunch or recess duty, or work on some of your assignments which need to be completed outside of the classroom, such as meeting with a special educator or sheltered English teacher.
20. **What are my start and end dates?** Please consult your instruction sheet, which you will receive at the Field Study Orientation meeting, for the start and end dates for your placement. These dates are also posted at [Placement Dates](#).
21. **I tried to e-mail my supervising practitioner, but the e-mail bounced back. What should I do?** Try checking the host school's website for a staff directory and/or calling the host school office to get the proper address. The contact information for the school is on your instruction sheet or was e-mailed to you. Please notify the [Field Placement Office](#) of errors or changes.
22. **I sent an e-mail to my supervising practitioner, but did not receive a response. What should I do?** If you do not hear back within a week, you might want to try calling and leaving a voice message. If you still do not receive a response, call the host school office, tell the person on the phone whom you are trying to reach, and ask the best way to reach that person. During the summer months, please allow extra time for a response.
23. **When I tried to register for the course, I noticed several sections all offered at the same time. Can I register for any section?** Please consult the e-mail you received prior to registration or your instruction sheet, issued at the Field Placement [Orientation Meeting](#) for the appropriate course number(s) and CRNs.
24. **May I complete a field study placement in a town not listed on the application?** Please consult with the Coordinator of Field Placements if your district of choice is not listed. Please keep in mind that additional factors are involved in student teaching placements.
25. **What is the purpose of the essay?** The essay portion of the field placement application is sent to the host school. It serves as your introduction to the principal, department head, and interested teachers. They may also use it as a writing sample to evaluate your communication skills. Please consult a writing tutor at CASA. After you submit a hardcopy of your essay with your placement application, we will ask you to send an electronic copy from which we can copy and paste to our database and then create a request form to send to the schools.
26. **I have already completed a CORI form. Do I need to complete another one?** Yes. Each school district performs its own CORI check. If you are placed in a district where you completed a CORI within the last three years, contact the district office for that district to ask if you need another.
27. **Is an interview required for a field placement?** Some schools require an interview, especially for student teaching placements, prior to making a commitment. You may also be asked to furnish an up-to-date official transcript and résumé. If you have been notified that an interview is required for your placement, please visit the College of Education Field Placement Office at O'Connor Hall 125 to receive an interview preparation packet.
28. **Where can I find my GPA?**  
You can view your GPA by going to *myFramingham* and *DegreeWorks*.



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### [Post Baccalaureate Licensure Program \(PBTL\)](#) / [M.Ed. Secondary Education](#)

- 1. May I enroll in Field Study I prior to being accepted into the program?** Yes. We accept placement applications from candidates who have submitted a PBTL application or M.Ed. Secondary Education, even if they have not yet been accepted. Field Study I may be completed following or with EDIL 910 and/or EDIL 920.
- 2. How do I apply for the [Post Baccalaureate Licensure Program](#) or the [M.Ed. Secondary Education](#)?** Pre-admission advising appointments are available through [Graduate Admissions](#); schedule an appointment [online](#) or by calling (508) 626-4755.
- 3. I am a [PBTL](#) or [M.Ed. Secondary Education](#) candidate and currently work in a classroom. May I use this experience for Field Study I or may I complete my placement in this classroom?**  
With 36 or more hours in a non-charter public school classroom at the appropriate grade level and in the appropriate content area, you can qualify for a Field Study I waiver. Please submit documentation of this experience with your application or send to [PBTL / M.Ed. Secondary Education](#) Dr. Kelly Kolodny at O'Connor Hall 148. (Most candidates submit a letter from the principal on school letterhead indicating dates, the number of hours, and the capacity in which they served, i.e. volunteer, substitute, aide, etc.) Waivers are not granted for placements other than Field Study I.
- 4. May I complete my student teaching experience in the classroom in which I am currently working? [PBTL](#) and [M.Ed. Secondary Education](#)** Initial licensure candidates **may** be able to use a semester of employment as an aide or as a teacher of record in the role and at the level of the license sought. This opportunity, called the **Practicum Equivalent**, is available for spring semester only. Massachusetts Department of Elementary and Secondary Education requirements mandate an exact equivalence with the standard student teaching practicum. The candidate must have completed all DESE and University requirements. Applications are available from the Coordinator of Field Placements and are due in the Field Placement Office no later than **October 1** at which time the applicant must be employed in the requested school. The FSU Education Department determines the suitability of the placement and arrangements on a case-by-case basis in November.
- 5. What if I need to take time off from the program?**  
[PBTL](#) and [M.Ed. Secondary Education](#) Initial licensure candidates often live complicated lives. If you must stay out for a semester, please notify the PBTL Program Coordinator and file a [Leave of Absence Request - Graduate/PBTL](#). If you did not submit a leave request or were away for more than one semester, you must complete the [Application for PBTL Readmission](#). The request should be received during the prior semester and at least one month prior to the appropriate course registration period. Candidates who stop taking classes for even one semester will be governed by the regulations and requirements in effect at the time of their return. If you return after an extended time away, a more extensive review may be necessary. The University reserves the right to require repetition of requirements after five years.
- 6. What are the GPA and grade requirements?**  
Licensure candidates must have a minimum GPA of 2.80 in all education courses and a minimum GPA of 2.80 in all courses taken at Framingham State University in order to enroll in Field Study II, III, and student teaching. [PBTL](#) and [M.Ed. Secondary Education](#) licensure candidate who receive a grade below B- are subject to review by the Professional Standards Committee.