APL Field Placement Template Directions

Helpful Resources for Program Managers, Faculty and Staff
Visit the EHE Office of Accreditation, Placement and Licensure website (https://ehe.osu.edu/accreditation-placement-licensure/faculty-staff/) for information regarding:

1. Field Placement information and template
2. Handbooks for assessments, field placements, program managers, and student teaching

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STEP 1.

Directions: Download the updated Field Experience Template from the Field Placements page:

https://ehe.osu.edu/accreditation-placement-licensure/field-placement/#faculty

Scroll to the bottom of the page and click on the link to download the field experience template:

Placement Procedures

Each program has a program manager or faculty member who is responsible for making decisions on the particulars of each of their students' placements. The Office of Accreditation, Placement, and Licensure serves as the liaison between the school district or agency in helping each program secure approval for the field placement. Program managers or faculty are required to download the field experience template and submit their desired field placements.

Program managers or faculty are required to download the field experience template and submit their desired field placements to:

Submit File(s) to Placement Request Submissions

Drag and drop files
Browse your device

Before uploading, please be sure you trust this site, have the rights to the data, and want to share this content to the owner of this upload widget.
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Note: Many columns have **dropdown lists** to aid in consistent data collection. Use **only one** of the choices provided in each column for each placement.
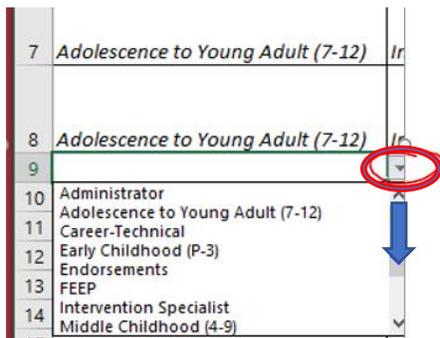
To select from a **dropdown list**, click in the cell. You will see an arrow to the right circled above in red. To see all dropdown options, scroll through the list. Select the correct option.

For your reference, all dropdown options are shown in the *Drop Down Options* tab.

Common Errors to Avoid: Using an out-of-date template.

Begin entering your Placement Requests in **Row 9.** Examples are provided in Rows 7 and 8.

STEP 2. Columns A: Area, B: Subject Area, & C: Is this subject required or preferred?
Directions: Select from the **dropdown lists** within these columns to describe the specific placement.

Column A indicates the *license type* a student is pursuing or other (FEEP, Pre-program, Non-Licensure).
Column B indicates the *content* delivered in the placement.
Column C indicates if the subject area in Column B is fixed.
Column T indicates the *program name*.

Common Errors to Avoid:
Indicating the *program* in **Column B** instead of the *content/subject area* of the placement.
Forgetting to select "Endorsements" in **Column A** when the placement is for an endorsement.

STEP 3. Column D: Preferred Grade Level

Directions: Indicate the grade level/s for the placement. If the exact grade is unknown, enter a range. Once the placement is in progress or if it changes, please update and/or confirm this data on subsequent submissions.

Common Errors to Avoid:

Providing a range (i.e. P-3 or 6-8) when the student is not experiencing them all in the placement.

DID YOU KNOW...APL uses the information from Columns A-D to ensure the appropriate placement is being secured based on licensure and program requirements.

STEP 4. Column E: Preferred School

Directions: Go to the *ALL School IRNs* tab (see image below). Copy the School Name from **Column A** from the *ALL School IRNs tab.* Go to the *Placements Requests* tab. Paste the School Name into **Column E**. If done properly, you will see **Column AH**: **Building IRN** on the *Placements Requests* tab populate with the proper IRN number. If the school building is unknown, leave the cell blank.
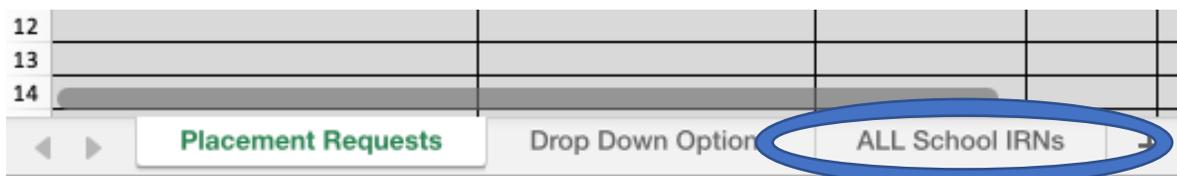
*A fast way to copy and paste on a PC is to click on the cell containing the correct **School Name** in the ALL School IRNs tab, (a green line will outline the cell), click "CTRL C", then click on the cell under **Preferred School** in the Placement Requests tab and click "CTRL V".*

Same Name Schools

Beginning March 2019, schools with the same official name as another school in the state of Ohio will populate with "XXXXXX". These schools are highlighted in pink in **Column A** on the *ALL School IRNs* tab (see image below). APL will fill in the IRN for this school based on the district that is listed in **Column R** (University/District). Be sure the correct district (in yellow below) is listed for the schools in **Column R** on the *Placement Requests* tab **(STEP 11)**.

Image from *ALL School IRN tab*

If an IRN is not populating, please call Robyn Yates at 614-688-4582 or email EdPrep@osu.edu for assistance.

Multiple Schools on Multiple Rows

Use multiple rows when the student:

  a. visits multiple schools with the same mentor (i.e. CT/mentor works at multiple schools)

  b. has multiple mentors within the same school (i.e. OSU student rotates classrooms)

  c. has multiple placements, different mentors and different buildings/districts

Common Errors to Avoid:

Using abbreviations or informal school names. If the exact name is not used, the IRN number will not auto-populate in **Column AH**.

  EX 1: "E.S." or "ES" for Elementary School

  EX 2: "Davidson HS" instead of "Hilliard Davidson High School"

Putting two school names in one row

  EX 3: Worthingway and Liberty

If the placement is not school-based (i.e. COSI, library), please enter the formal name of the location.

DID YOU KNOW... APL uses this information to make sure districts get the correct number of fee authorizations for their teachers to take courses at OSU? They are our partners and we do not want to short-change them.

STEP 5. Columns F: Preferred Teacher First Name and G: Preferred Teacher Last Name

Directions: Enter the first and last name of the requested teacher. If you do not have a preference, leave cells blank.

Common Errors to Avoid: Referencing a teacher by their nickname or previous last name. The word *preferred* in the header indicates the preferred teacher, not their preferred name.

DID YOU KNOW… APL uses this information to validate credentials and gather important professional and demographic data on our CTs and mentors?

STEP 6. Columns H: University Student First Name and I: University Student Last Name

Directions: Enter the first and last name of the student who will be in the placement.

Common Errors to Avoid: Referencing a student by shortened versions, nicknames, or outdated names. Please use the name as it is listed in the Student Information System (SIS). Other names should be in parentheses *after* the formal name.

Example: If a student is listed in SIS as Brutus Buckeye, but goes by Buddy Buckeye, put the formal name followed by the name the student goes by in parentheses. Or, if a student recently changed names but the old name is still in SIS, include the formal name followed by the alternate name in parentheses.

University Student First Name	University Student Last Name
Brutus (Buddy)	Buckeye
Brutus	Buckeye (Ohio)

In SIS: "Brutus Buckeye"

You know that student goes by "Buddy".

In SIS: "Brutus Buckeye"

You know that student recently had a name change and last name is now "Ohio".

DID YOU KNOW… inconsistent naming may cause confusion for auditors and the APL license specialist?

STEP 7. Column J: Type of Placement

Directions: Select the placement type from the options (CPCT, Internship, Obs/Part, Practicum, ST).

J
Type of Placement (Observation/Participation(Obs/Part), CoPlanning/CoTeaching (CPCT), Student Teaching (ST) Practicum, Internship)
Obs/Part
CPCT

CPCT
Internship
Obs/Part
Practicum
ST

If you're confused about which option fits best, contact Robyn Yates.

STEP 8. Columns K: Start Date and L: End Date

Directions: Enter the date the placement begins in **Column K** and ends in **Column L** in the correct format xx/xx/xxxx. Dates should span one semester per line and fall within the term listed in **Column AA (STEP 17)**. If the exact date is unknown, enter the first and/or last date possible. Remember, you will need to rectify the record with APL to reflect the actual start/end dates once it occurs.

Common Errors to Avoid: Entering the month and year (no date). EX: Sept 2019
Entering full year placements on one line instead of two. EX: start: 09/02/2019 ends: 05/5/2020

STEP 9. Column M: Total Hours of Placement Required

Directions: Enter the total hours the student will spend in this particular placement in **Column M**. If the student is placed in multiple schools, there should be multiple lines with each school listed. The total number of hours should reflect the time spent in each school. See **STEP 4** for more information about Multiple Schools.

Common Errors to Avoid: Inaccurate number of hours entered for the placement.

DID YOU KNOW… placement records are referenced for a variety of reasons (i.e. endorsements, diversity of placements, auditing etc.) oftentimes dating back several semesters?

STEP 10. Columns N: Days of Week, O: Time of Day, P: Will/Does this student have more than one placement with us this school year? and Q: Notes

Directions:
Column N: Enter a number 1-5 to indicate how many days/week the student will be at the placement
Column O: Enter an option: All day, AM, PM, or TBD
Column P: Select a dropdown option: Y, N, or Unknown at this time
Column Q: Enter important notes that cannot be captured anywhere else on the placement sheet

Common Errors to Avoid: Leaving one or more of these columns blank.
Selecting "Unknown at this time" in Column P and not updating it by the end of the term.

STEP 11. Column R: University/District

Directions: Enter OSU/Name of District in **Column R** (i.e. OSU/Columbus City School District).
After entering OSU/, please **copy and paste** the exact district name listed in **Column C** from the *All School IRN* tab after the slash.

Common Errors to Avoid:
Starting this column with a different prefix than "OSU/". EX: OSU-L.
Entering the words "School" and "District" when not needed.
EX: "Olentangy Local Schools" or "Olentangy Local School District" instead of "Olentangy Local".

Images from *ALL School IRN tab*

School Name	School I	School District
Alum Creek Elementary School	123141	Olentangy Local
Arrowhead Elementary School	132233	Olentangy Local
Berkshire Middle School	010166	Olentangy Local
Cheshire Elementary	010163	Olentangy Local
Freedom Trail Elementary	010162	Olentangy Local
Glen Oak Elementary School	000892	Olentangy Local
Heritage Elementary School	XXXXXX	Olentangy Local
Hyatts Middle School	009077	Olentangy Local

Or leaving the words "School" and "District" **off** when they **should** be included.
EX: "Columbus" or "Columbus City" instead of "Columbus City School District"

School Name	School I	School District
Adult & Community Education	027557	Columbus City School District
Alpine Elementary School	000497	Columbus City School District
Arts Impact Middle School (Aims)	010876	Columbus City School District
Avalon Elementary School	070086	Columbus City School District
Avondale Elementary School	XXXXXX	Columbus City School District
Beatty Park Elementary School	001917	Columbus City School District
Beechcroft High School	068528	Columbus City School District
Berwick Alternative K-8 School	002527	Columbus City School District
Binns Elementary School	002733	Columbus City School District

DID YOU KNOW…"OSU/" helps districts keep track of which placements are at OSU as opposed to another university.

STEP 12. Column S: Cooperating Teacher E-mail Address
Directions: Enter the cooperating teacher email address, if requesting a specific teacher. If you do not have record of this initially, leave it blank and APL will provide it once the placement is secured.

DID YOU KNOW… APL uses this information to send surveys to cooperating teachers?

STEP 13. Columns T: Program, U: Campus, and V: Graduate/Undergraduate/License Only/Non-Licensure
Directions: Choose only one of the dropdown choices for each column.

Common Errors to Avoid: Entering *Subject Area* or *Licensure Area* rather than *Program*.

STEP 14. Column W: Student ID# 8 or 9-digit number

Directions: Enter the student's 8 or 9-digit OSU ID number. This column requires 8 or 9-digits. It is also auto-formatted to allow a 0 at the beginning of the number. **Getting the OSU student ID number correct is very important.**

Common Errors to Avoid: Entering the wrong number (i.e. transposing numbers, entering another student's, etc.) or leaving off the 0 at the beginning.

DID YOU KNOW… APL uses this column to "connect all the dots" about a student?

STEP 15. Columns X: Course # and Y: Class
Directions:
Column X: Enter the course abbreviation and course number as it appears in the Course Catalog.
Column Y: Enter the 5-digit class number.

Common Errors to Avoid: ED T&L instead of EDUTL

STEP 16. Column Z: Instructor
Directions: Enter the last name of the primary instructor.

STEP 17. Columns AA: Term and AB: Does this course have an assessment?
Directions: Select **only one** of the dropdown choices for **Column AA** (i.e. *either* AU or SP, but *not* both in one cell). If a student is in a year-long placement, the student must be listed twice: a placement for Autumn (AU) and a placement for Spring (SP). Please refer to **STEP 8**. Select Y or N for **Column AB**.

Common Errors to Avoid: Putting two semesters on one line instead of two. EX: AU19/SP20

STEP 18. Columns AC: Supervisor First Name, AD: Supervisor Last Name, and AE: Supervisor Email
Directions: Enter the first and last name of the supervisor and the supervisor's email. This is the person who is going to the school to support and assess the student's performance in this placement.

Programs may need to provide this data after the initial placement requests are sent. APL must have all supervisor assignments for **Autumn** semester by **September 1** and **Spring** semester by **January 15.**

Common Errors to Avoid: Sending supervisor information several weeks into the semester.

DID YOU KNOW… APL uses this information to make sure assessments are sent to the proper evaluators and they receive access to required trainings?

STEP 19. Columns AF: Date Placement Requested and AG: Is This Candidate A District Employee?

Directions:

Column AF: Enter the date the request was sent to the Office of Accreditation, Placement and Licensure (xx/xx/xxxx).

Column AG: Select Y or N for **Column AG**.

DID YOU KNOW… this date stamp helps APL request your placements and follow up with districts in a timely fashion?

STEP 20. Column AH: Building IRN

Directions: Confirm the correct Building IRN is populating in this column. Refer back to **STEP 4**. Be careful not to confuse the Building IRN (**Column B** on the *All Schools IRN* tab) with the District IRN (**Column D** on the *All Schools IRN* tab.)

DID YOU KNOW… APL uses this information to analyze the diversity of placements for individual students and program cohorts to ensure exposure to unique environments during their preparation?

Feel free to call (614-688-4582) or email (yates.136@osu.edu) Robyn with any questions.