

FEEP Info Packet

College of Education and Ecology – Department of Educational Studies

Spring 2021

A Letter from our FEEP Director

Dear Incoming FEEP Students,

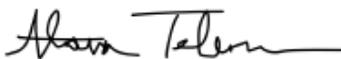
My name is Dr. Telesman, and I am the Director of the First Educational Experience Program (FEEP). We are excited that you will be taking FEEP next semester! Now that you have completed the application, there are a few additional things you need to do in order to take this course. Please complete the items on this list and you will be ready for the upcoming semester:

1. **Read this packet very carefully and complete all the action items**, including registering for the FEEP course, completing the background check and the compliance documents, and completing the FEEP Orientation Module in Carmen. This Info Packet includes important information about each of these items.
2. **Attend a mandatory informational session with me, Dr. Telesman**, the FEEP Director. I will explain the compliance documents, walk you through the background check process, and answer any additional questions you might have. Sign up for a session [here](#).
3. **Attend the mandatory virtual orientation on January 11, 2021, from 9:30AM – 11:30AM**. A Zoom link for this session will be emailed to you.

FEEP is a unique program that will allow you to get experience in the classroom, as well as providing you with seminars about hot topics in education. It is such a great experience for OSU students, and we want you to enjoy it. Unfortunately, you won't be able to participate in the program unless you complete all the requirements by the deadlines listed.

Please feel free to contact us at feep@osu.edu if you have any questions after reading through this packet. We are happy to help. The FEEP Team is looking forward to a great semester with you!

Sincerely,



Alana Telesman, Ph.D.

FEEP Director

Telesman.3@osu.edu

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For each of these sections, we provide you with additional information and details. Please review the information for each section.

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Quick FEEP Checklist

Additional details and information are available in the rest of the packet.

- Talk with your advisor about taking FEEP.** Decide if you want to take the 3-credit hour section or the 5-credit hour section. The 5-credit hour section is required for students majoring in Special Education.
- Complete the FEEP Application.**
- Attend a mandatory informational session with Dr. Telesman.** You can register [here](#) for these sessions.
- Read this entire packet.** The FEEP team will direct you back to this packet regularly. You will be accountable for knowing this information.
- Register for FEEP in BuckeyeLink** using the following codes. Do not forget to leave your schedule open on Monday, Wednesday, and Friday from 7AM – 12PM for the 3-credit hour course OR on Monday, Wednesday, Thursday, and Friday from 7AM – 12PM for the 5-credit hour course. This will allow you to get your required hours in the classroom.
 - The Class Number for the 3-credit (ESCE 2189s 0010) course is 13282
 - The Class Number for the 5-credit (ESCE 2189s 0020) course is 13695
- Complete a background check by December 4, 2020 @ 6pm.** Background checks can take up to 8 weeks to clear, so it is important that you get this done ASAP. Review the detailed instructions on pages 7-8.
- Complete the FEEP Compliance Documents:**
 - Standards of Behavior Form
 - Activities with Minors Training Video
 - Acknowledgement of Risk of COVID
- Complete the FEEP Orientation Module in Carmen.**
- Attend the mandatory virtual orientation on January 11, 2021 from 9:30AM – 11:30AM.**

Attend a Mandatory Informational Session with Dr. Telesman

Our FEEP Director, Dr. Telesman, will be providing several informational sessions throughout this semester. There are several components to FEEP, so you must attend one of these sessions, which will include more information about:

- Your FEEP schedule
- Registering for FEEP in BuckeyeLink
- Completing the background check
- Completing your compliance documents

We have found that students often have additional questions. This information session will guide you through the FEEP process and will allow you to ask any questions that you might have.

You can register for an informational session with Dr. Telesman [here](#).

FEEP Schedule

FEEP is offered as either a 3-credit or 5-credit course. You should check with your advisor to find out which one you need. FEEP also has a unique schedule since you will be placed in a K-12 classroom setting. Both courses have 2 main components: your field placement and your seminar. Read the descriptions of each course below to learn more about your schedule.

3-Credit Hour FEEP Course

Field Placement. Throughout the semester, you will spend at least 72 hours at your field placement. Each week you will spend at least two to three days at your site. **We recommend that you keep your schedule open from 7AM to 12PM on Mondays, Wednesdays, and Fridays** so that you can spend the allotted time at your field placement and attend your seminar. Travel time does not count towards your hours. Keep in mind commute times can take up to an hour and half.

Seminar. You will have a seminar every other week with a FEEP Instructor. These seminars are centered on hot topics within the field of education. FEEP seminars are offered on Mondays, Wednesdays, or Fridays, from 9AM to 11AM. You will be assigned to a specific day based off your district. For example, if you are placed in Columbus City Schools, then you will be assigned to a FEEP seminar with other students who are placed in the same district. You will receive your seminar schedule at the FEEP Orientation.

5-Credit Hour FEEP Course

Field Placement. Throughout the semester, you will spend at least 110 hours at your field placement. Each week you will spend at least three to four days at your site. **We recommend that you keep your schedule open from 7AM to 12PM on Mondays, Tuesdays, Wednesdays, and Fridays** so that you can spend the allotted time at your field placement and attend your seminar. Travel time does not count towards your hours. Keep in mind commute times can take up to an hour and half.

Seminar. You will have a seminar every week with a FEEP Instructor. These seminars are centered on hot topics within the field of education. They are offered on Mondays, Wednesdays, or Fridays, from 9AM to 11AM. You will be assigned to a specific day with other 5-credit students. You will receive your seminar schedule at the FEEP Orientation.

Registering for the FEEP Course

Please follow these instructions carefully so that you can successfully register for FEEP.

Before You Register, Please Consider...

When to Register. You can register for FEEP once you complete the application.

Your Schedule. For the 3-credit course, we recommend that you keep your schedule open and do not schedule other classes on Mondays, Wednesdays, and Fridays from 7AM to 12PM. For the 5-credit course, we recommend that you keep your schedule open and do not schedule other classes on Mondays, Tuesdays, Wednesdays, and Fridays from 7AM to 12PM.

Travel time. Be sure to factor in transportation to and from your field placement. Some placements can take up to an hour and a half in travel time.

BuckeyeLink. When you register for FEEP in BuckeyeLink, the class times only indicate your FEEP seminar and not the time you will be spending at your field placement.

If you decide to drop. Send an email to fEEP@osu.edu so that we can reassign your placement. Failure to notify will result in future application denials.

Registering in BuckeyeLink

Please follow these step-by-step [enrollment instructions](#) in order to add the FEEP course to your schedule. The course code for FEEP is **ESCE 2189S**. (Please make sure that you are registering for the correct course. Students often confuse FEEP with EDUTL2189, which is another field placement course, but is NOT the same as FEEP).

FEEP courses are “hidden” in BuckeyeLink so that only students who have filled out the application can find the course. The easiest way to search for your FEEP class is to enter the following Class Numbers (or Class Nbr as it appears in BuckeyeLink):

- The Class Nbr for the 3-credit course is 13282
- The Class Nbr for the 5-credit course is 13695

Completing the Background Check

Background checks are required for FEEP students because you will be working in the classroom with minors. **It is important to begin the background check process ASAP!** The deadline for completing your background check is **DECEMBER 4, 2020 by 6pm**. Please note that background checks can take up to 8 weeks to clear. You will not be able to participate at your field placement until your background has cleared.

Unfortunately, OSU HR's background check office is closed due to the pandemic. You will need to find an approved alternate [location](#), submit the correct codes, and request that the results be mailed to OSU prior to fingerprinting in order for your background check to clear in time.

Cost

There is a cost associated with background checks. The cost is determined by the background check location that you will choose. Be sure to ask about the cost of the background check when you call to schedule an appointment.

Expiration

Background checks are good for 12 months after they are cleared. If you plan to use background checks previously obtained, they must extend through the end of the semester in which you participate in FEEP. You are responsible for knowing when your background check expires. If you are unsure of when they expire, please contact us at feep@osu.edu.

Finding an Approved Location

OSU's background check office is currently closed due to the pandemic, you must schedule a background check at a local agency. There are several agencies that provide background checks, and it is up to you to choose one. You can find approved background check locations [here](#). Please call ahead to ensure that the location is still open due to the pandemic.

Preparing for your Appointment

The background check location that you choose should provide you with information about what to bring. Please follow their directions carefully. Most locations will request that you provide the following information (please note that this may not be a complete list):

- *The required codes for FEEP* If you do not provide these exact codes then you will be required to re-do your background check at your own cost. You may be delayed in participating at your field placement:
 - **3319.39B3**, Ohio Bureau of Criminal Investigation & Identification (BCI&I)
 - **3319.39**, Federal Bureau of Investigation (FBI)

- *The contact information and address where your background check needs to be sent.* For your FEEP background check, the agency should send your results to the below address prior to fingerprinting.
 - If you do not provide the correct address, then we will not receive your background check. You will be required to re-do your background check at your own cost. You may be delayed in participating at your field placement.
 - **The Ohio State University
Background Checks-EHE
1590 N. High St., Suite 300
Columbus, OH 43201**
- *A valid, government-issued photo I.D.* If you do not have a valid driver's license, please ask an employee at your background location what other forms of I.D. are acceptable.
- *A form of payment.* This is typically a credit or debit card.

What Happens During your Appointment

You will schedule an appointment at the agency you have chosen to do a background check for you. Bring the appropriate documentation and follow any directions they provide to you. Plan to arrive at your location a few minutes early to check in. **Provide them with the exact background check codes and the address of where the background check results need to be sent.** You will be required to pay for your background check at that time.

The background check will be conducted with the use of fingerprints. An employee will scan your fingerprints, which will be processed electronically using the WebCheck background check system. Be sure to get a receipt and confirm that they have the correct codes, along with the recipient information.

After Your Appointment

Email a picture or scanned copy of your receipt to Juliana H Ahumada, FEEP Program Assistant, huelshoff-ahumada.1@osu.edu so that we can confirm you have completed your background check. **You will not be able to go to your field placement until your background check has cleared.**

Completing the Compliance Documents

You will be working with minors at your field placement, so there are additional requirements to ensure that you appropriately interact with students. You must complete the Standards of Behavior Form and the Activities with Minors Training Video by **DECEMBER 4, 2020 @ 6PM**. Additionally, you will be asked to complete the Acknowledgement of Risk of COVID form before attending your placement. Directions for these compliance documents are listed below.

Standards of Behavior Form

This Standards of Behavior is an agreement accepted by employees/volunteers who work in an activity or program with minor participants. The primary purpose of these standards is to promote the safety and wellbeing of all activity/program participants.

After you apply for FEEP, you will receive an email from minorspolicy@osu.edu with directions for completing this form. For questions about this document, please contact minorspolicy@osu.edu.

Activities with Minors Training Video

The Activities with Minors Training Video is a 30-45-minute training about appropriate interactions with minors. You will complete this training through BuckeyeLearn. Once you have completed the training:

- Download the certificate and save it for your records
- Save the reporting phone numbers, and
- Download the attached vCard as a contact in your phone to remind you of the training and appropriate reporting steps.

For questions about this training, please contact minorspolicy@osu.edu.

Acknowledgement of Risk of COVID

All students who will be attending their field placement in person must sign the Acknowledgement of Risk of COVID form. A link to this form will be emailed to you before the semester begins.

Attending FEEP Orientation

We want to make sure that you are well-prepared for your FEEP experience. Our FEEP students often have many questions before they attend their field placement and we want to provide you with the best information possible. Your FEEP Orientation will have 2 components: (1) the FEEP Orientation Module on Carmen and (2) the mandatory virtual FEEP Orientation.

FEEP Orientation Module on Carmen

The Carmen course for FEEP will be published before the semester starts. Please watch it before the mandatory virtual FEEP Orientation. You will be required to work through the orientation module in Carmen, which will take about an hour. The module provides lots of helpful information about:

- FEEP program components
- Your FEEP Team
- Details about your field placement
- Transportation
- What to wear
- What to expect
- Your FEEP Seminars
- Navigating Carmen

Mandatory Virtual FEEP Orientation

The mandatory virtual FEEP Orientation will take place on **Monday, January 11, 2021 from 9:30AM – 11:30AM** on Zoom. The Zoom link will be emailed to you prior to this date. At the virtual FEEP Orientation, you will:

- Receive your field placement
- Meet the FEEP Team
- Review important information
- Meet your District Coordinator
- Meet the FEEP Instructor for your seminar
- Ask any questions you have about FEEP

We are excited to have you in FEEP! As always, contact us at feep@osu.edu if you have any questions!