

Procedures for In-Course Field Experience

1. Please refer to the School of Education (SOE) webpage for a description of in-course field experiences.
2. Download the “Introduction letter for School Visits” from the SOE website and attach the completed form to the assignment you turn in to your professor. You will NOT be allowed to go into a school without this letter and your Piedmont photo ID per our agreements with the school systems.
3. Please refer to the list of open school districts that will allow students to complete in-course field experiences within their schools. If a school system is not listed, you should not approach teachers, principals, or friends to arrange a field experience. You may consider alternative experiences such as an afterschool program, a camp, or a private school. Be sure to discuss these options with the course professor.
4. Before any Piedmont College student enters a school, he/she **MUST** have a Pre-Service Certificate issued from the GaPSC. Not following this procedure goes against state requirements, and our agreements with the school districts. Entering a school without Pre-Service Certification will be viewed as an ethical violation by the student and result in administrative action by Piedmont College.
5. Please adhere to all school district policies concerning field experience requests. Not following the district’s requested procedures could negatively impact our relationship with these districts. If you have any questions, please contact the Coordinator of Clinical Experiences.

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School Districts with Open Door Policies

Contact the principal unless otherwise stated. Contact information should be available on the school website.

Banks County

Barrow County (*please make sure you use the term: observation when you contact the principal*)

Elbert County

Franklin County

Forsyth County

Hall County

Hart County (North Hart Elementary School contact, Jim Burch at jburch@hart.k12.ga.us)

Jackson County (South Jackson Elementary contact, Marlana Meehan at mmeehan@jackson.k12.ga.us)

Lumpkin County

Morgan County

Oconee County

Oglethorpe

Stephens County

Union County

White County