

**PLACEMENT PROCESS FOR:**

**Field Experience**

**Observation**

**Practicum**

**Internship**

**Student Teaching**

**STEP 1:** The university/college will collect completed physicals from students making requests for placement through the university/college.

The university/college will send a letter of request to the attention of Executive Director of Operations and Human Resources, P.O. Box 10, Windsor, NC 27983, requesting placement approval of students.

This letter may also be faxed to 252-794-9727.

This letter should contain the following information:

- Student's name
- Dates and length of placement needed
- Hours required
- Content area of placement needed
- Particular school request, if applicable
- The university/college should indicate if the student is a current employee of Bertie County Schools.

In addition to the letter of request, the university/college will need to have the student complete and submit to the Department of Operations and Human Resources, the following two forms:

- Health Certificate, which can be found on the HR web site
- Authorization of Release of Information (Criminal Background Check) Form, also found on the HR web site

**STEP 2:** When all information has been received, processed and reviewed by the Executive Director of Operations and Human Resources, principals will be contacted to determine availability of placement. All placement approvals must come from the Human Resources Department. Please do not contact principals/teachers, as they do not have the authority to approve placements.

**STEP 3:** Once all placements have been approved and confirmed, the Human Resources Department will respond to the university/college with placement details.

**GUIDELINES FOR STUDENTS:**

- Students should not contact individuals at schools regarding placement. Please contact the Executive Director of Operations and Human Resources if you have questions. 252-794-6000.
- Students should not show up at schools until they have received confirmation from the university/college that the request for placement has been approved by HR.