

GTEP FAX COVER SHEET

To: Nova Southeastern University
Fischler School of Education and Human Services
1750 NE 167 St.
North Miami Beach, FL 33162

Attention: Betty Elma (elma@nova.edu)

Fax: (954) 262-3961

Date:

For: Applied Field Experience Application

From: _____ **NSU ID#:** _N_____

Student's name

NSU Email: _____@nova.edu

Contact Phone: Day () _____ **Evening** () _____

Return Fax Number: () _____

Include the following pages:

1. this cover sheet
2. Administrator Consent form
3. Student Transaction form

Comments:

Number of pages, including this cover sheet: _____

If you have any questions about these forms, please contact Ms. Elma at (800) 986-3223 ex. 7761 or (954) 262-7761 or elma@nova.edu.

GTEP FIELD-BASED PROJECT/PRACTICUM PROJECT SITE ADMINISTRATOR CONSENT FORM

Each GTEP field-based project and reading practicum student must contact the administrator of the facility where the project/practicum is to be implemented. (In most cases, this is the principal or headmaster/mistress at the student's own school.) The student will describe the proposed project and request the administrator's consent to implement the project at his/her facility (pending proposal approval by the student's advisor). This form must be completed by the student and the administrator and faxed to the GTEP Program office (954-262-3826, Attention: Betty Elma) at the time the student applies for the Applied Field Experience. A copy of this completed form must also be included with the proposal at a later date (see syllabus), so the student must keep a copy. [Note: If there is a change in project site between application and completion of the proposal, a new form must be completed and submitted prior to implementation.]

ROLE OF THE ADMINISTRATOR

- The administrative professional at the student's project site is asked to provide the student with some insights for identifying a critical problem—in the classroom, the school office, the district, the state, or the facility.
- This administrator acts as a facilitator to assist in clarifying the project through encouraging and supporting the student's critical approach to project design, implementation, and evaluation.
- The administrator assists with working out solutions to difficult implementation problems and provides the flexibility to access other professionals and/or the participants during the process.
- The administrator, along with the University advisor/coach, is a support person for the student. The advisor may contact the administrator after receiving the official assignment if he/she needs additional information. Reading practicum students may have a separate University Supervisor. The administrator is asked to grant permission for this supervisor or the advisor to make one or more observations, as needed, of the student implementing his/her project.
- The administrator is asked to observe the project implementation so that he/she can verify that the project took place. The administrator confirms that the project has taken place as by completing the Administrator Verification Form, which the student will submit with his/her final report.

ADMINISTRATOR CONSENT FOR PROJECT IMPLEMENTATION (following proposal approval)

please print: Nova Southeastern University (NSU) student's name

Course Prefix and number

please print: name of project site Administrator

Administrator's position/title

please print: name of facility

site telephone number

please print: facility address

city/state zip code

Project Site Administrator Consent form, Page 2

I, _____, agree to allow _____
(please print Administrator's name) (please print NSU Student's name)

to implement his/her field-based project/practicum following proposal approval by his/her Advisor (and my review of the proposal, if so desired). I agree to assist the student in the development of the proposal and will the advisor and/or University Supervisor to observe the implementation, as needed. I also agree to observe the student's implementation in my facility so that I can verify its implementation at the completion of the project.

Administrator's signature

date