

# Service-Learning Guidelines for Field Placement Requirements for EDF 1005 Introduction to Education & EDG 2701 Teaching Diverse Populations

## FREQUENTLY ASKED QUESTIONS

**How many hours are required?** *15 hours for each course.*

**Where does this requirement come from and what exactly is required?** *The State of Florida Department of Education requires that students complete 15 hours in the field for each course.*

### PLACEMENT OPTIONS

**What types of settings are allowable for field placement?** *A classroom setting in an accredited educational institution – generally a K-12 school in the Miami-Dade County Public School system.*

**What exactly do I do during the 15 hours?** *Service-learning requires that you provide a service to the school. Therefore, you are expected to volunteer 15 hours based on the needs of the school you choose and your areas of interest. In addition to completing the 15 hours, you must complete all assignments from your instructor related to the field placement.*

**Can I do the field placement in an afterschool program?** *No, the field placement must be done during regular school hours under the supervision of a certified teacher.*

**Can I do the placement in an adult education program?** *Yes, as long as it is part of the regular school programming and the classroom is supervised by a certified teacher.*

**Can I do my placement in a charter school?** *Yes, most charter schools fall within the M-DCPS system and are an acceptable placement.*

**Can I do my placement in a Pre-K or kindergarten classroom located at an elementary school?** *Yes.*

**Can I do my placement in a childcare center?** *No, you must be in a preK-12 educational setting within the Miami-Dade County Public School system.*

**Can I do the field placement in Broward or Monroe Counties?**

*Students completing the field placement requirement in counties other than Miami-Dade should follow the procedures established in that county/school district. In addition, once cleared, students must fax proof of their clearance to the MDC School of Education at 305-237-6179.*

**How do I find a school to do my field placement?** *1) Visit the MDC Center for Community Involvement website for a listing of schools and adult education centers that have specifically requested help from MDC students ([www.mdc.edu/cci/resource.asp](http://www.mdc.edu/cci/resource.asp) -- Public School Listing) 2) Visit <http://www2.dadeschools.net/schools/schoolinformation/> for a complete listing of all M-DCPS schools.*

**Can I complete my field placement at the school where I work?**

*You cannot count hours for which you are paid for service-learning so you should complete your 15 hours at another school where you aren't employed. In rare instances, with approval from your professor, students can complete their service-learning at their school of employment, but outside of work hours in an area different from their regular assignment.*

**Can I do my service-learning in a private school (non certification)?** *The MDC School of Education requires that students complete their field placement in a Miami-Dade County public school. In extenuating circumstances, an exception may be made at the discretion of your professor. However, you must still undergo the M-DCPS background check (see below for details) and be cleared by M-DCPS.*

**What happens if I don't complete my field placement?** *You will not pass the course.*

**I'm taking EDF 2701 and EDG 1005 at the same time. Do I have to complete 30 hours or can I use one 15 hour placement for both classes?** *You must complete a total of 30 hours.*

**BACKGROUND CHECKS**

**Do I have to be fingerprinted?** *Yes, every student taking EDF 1005 and EDG 2701 must be fingerprinted by M-DCPS.*

**How much does it cost?** *\$71 (as of August 2006 – subject to change)*

**Where do I get fingerprinted?** *The M-DCPS Fingerprint Office, 1500 Biscayne Boulevard, downtown Miami. Your professor will give you a packet of required forms and information.*

**Can I get fingerprinted at Miami Dade College or a police station?** *No, M-DCPS requires you to be fingerprinted by M-DCPS.*

**Can I wait until later in the semester to get fingerprinted?** *No. You must get fingerprinted during the first 21 days of the term at the latest so you will have time to get your clearance card and complete your hours.*

**I currently am employed by M-DCPS, do I still have to be fingerprinted?** *No. You do not have to be fingerprinted, however, you must provide your M-DCPS employee number on the “Authorization for Release of Confidential Information” form that your professor will provide you and fax that form to the MDC School of Education at 305-237-6179. MDC will then verify your status with M-DCPS and mail you a clearance card. Note: if you are a current M-DCPS employee you can start your field placement immediately without waiting for your clearance card.*

**I have worked for M-DCPS recently, do I still have to be fingerprinted?** *Yes. If you are not currently employed by M-DCPS you must get fingerprinted again. Only those currently working for M-DCPS are exempt.*

**I recently had a background check done by the police department, including fingerprinting. I don’t have to be fingerprinted again do I?** *Yes. M-DCPS only accepts their own internally conducted background checks so you must get fingerprinted again.*

**I work at a private school and completed their background check, and am taking this class for certification. Do I still have to be fingerprinted by M-DCPS?** *No. If you are doing your field placement hours at the private school where you work for certification, you can get a letter from your school’s principal explaining this, and you don’t have to be fingerprinted.*

**Once I get fingerprinted, how long will it take to receive my clearance card?** *You should receive your card within 10-14 days of being fingerprinted via the U.S. Mail.*

**It has been more than two weeks since I was fingerprinted and I haven’t received my card, what should I do?** *Email Betty Johnson at [bjohnso2@mdc.edu](mailto:bjohnso2@mdc.edu) and make sure to include your name, student ID number, and the last four digits of your Social Security number, mailing address and phone number in the email.*

**How do I know if it will be sent to the correct address?** *MDC will mail your card to the address in your official MDC student records. To verify and/or update this address, go to your MyMDC account (accessed via [www.mdc.edu](http://www.mdc.edu), select “Current Students” select “Change My Info”).*

**Once I get fingerprinted and receive my clearance, how long does it last?** *Two years (please laminate your card and don’t lose it).*

**What do I do if I lose my card?** *Send an email to Betty Johnson in MDC's School of Education at [bjohnso2@mdc.edu](mailto:bjohnso2@mdc.edu) and request a duplicate card. Make sure to include your student number.*

**I was arrested for shoplifting seven years ago, will I pass the background check?** *No. Anyone who has ever been arrested or detained will be "flagged" by the fingerprint background check. You will not be cleared until you provide required documentation to the M-DCPS office of Instructional Staffing/Certification. Your professor and/or the Center for Community Involvement ([www.mdc.edu/cci](http://www.mdc.edu/cci) 305-237-3848) can provide you with a letter from M-DCPS outlining the process of getting cleared.*

**I was detained by the police 10 years ago, but not arrested and not convicted of anything, will I pass the background check?** *No. Anyone who has ever been arrested or detained will be "flagged" by the fingerprint background check. You will not be cleared until you provide required documentation to the M-DCPS office of Instructional Staffing/Certification.*

**What are reasons that I might not pass the background check?** *If you have ever been arrested and/or detained you will be flagged. In most instances, depending on the nature of your offense/arrest, as long as you provide the required documentation, you can eventually be cleared.*

**I have received speeding tickets and parking tickets, will that prevent me from passing the background check?** *No.*

**What if I can't remember if I've been arrested or detained, or if it was so long ago I think it won't show up?** *Get fingerprinted as soon as possible. You will be notified in 10-14 days if you have cleared.*

**What should I do if I have been arrested or detained?** *Drop the class, get fingerprinted, go through the lengthy process with M-DCPS of getting cleared, and then register again for the class when you have your clearance. (See next question for clearance instructions).*

**If I don't pass the background check, how do I get cleared?** *Request the M-DCPS Office of Instructional Staffing/Certification guidelines from your professor or from the Center for Community Involvement ([www.mdc.edu/cci/resource.asp](http://www.mdc.edu/cci/resource.asp) – select "Finger Printing Information and Procedures" / 305-237-3848). Gather and present the documents M-DCPS requires, and deliver them to the M-DCPS office, work on getting cleared, and then register again for the class when you have your clearance.*

**How long does it take M-DCPS to give me clearance after I've been flagged?** *One to three months or longer, depending on how quickly you get them the required documentation and the nature of your offense.*

**What types of infractions might prevent me from clearing the background check and becoming a teacher?** *There are certain offences that most likely will disqualify you from working in a school setting (extreme violence, sexual offense, kidnapping, child abuse, pornography, etc). M-DCPS has a list of “hiring standards” that is included with the fingerprinting packet provided by the Center for Community Involvement – it lists offenses which may disqualify individuals from working for M-DCPS. For a listing of hiring guidelines and specific offenses from Broward County Public Schools visit <http://www.browardschools.com/departments/employment/guidelines.htm>.*

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**Recommended Steps To Completing the Field Placement Requirement:**

1. Get fingerprinted by M-DCPS during the first two weeks of the semester.
2. Identify the school where you want to complete your field requirement.
3. Make contact with that school to gather any information and to have a first interview with the volunteer coordinator if they will allow that.
4. Receive your clearance card in the mail 10-14 days after being fingerprinted.
5. Register on-line for service-learning by visiting [www.mdc.edu/cci](http://www.mdc.edu/cci). Follow the instructions for “On-line Student Application,” making sure to print the required paperwork.
6. Turn in the required service-learning paperwork to your professor or the Center for Community Involvement. Required paperwork includes:
  - I. Placement Confirmation Form – due as soon as you set up your placement (1<sup>st</sup> month)
  - II. Hour Report – due three weeks before the end of the term
  - III. Agency Evaluation of Student – due three weeks before the end of the term
  - IV. Student Satisfaction Survey – on-line survey due before the end of the term (go to [www.mdc.edu/cci](http://www.mdc.edu/cci) and log back into service-learning application system)

**IMPORTANT MDC CONTACT INFORMATION FOR QUESTIONS ON SERVICE-LEARNING FIELD PLACEMENT**

**North/Hialeah Campuses:** Lauren Rose, Center for Comm. Invol. Director, Rm 1159, 305-237-8358 / [Lauren.Rose@mdc.edu](mailto:Lauren.Rose@mdc.edu)

**Wolfson Campus:** Tamica Ramos, Center for Community Involvement Director, Rm 3410, 305-237-7470 / [tramos@mdc.edu](mailto:tramos@mdc.edu)

**InterAmerican Campus:** Rony Joseph, Project EXITO and CCI Coordinator, Rm 1217-7, 305-237-6423 / [rjoseph1@mdc.edu](mailto:rjoseph1@mdc.edu)

**Kendall Campus:** Ossie Hanauer, Center for Community Involvement Director, Rm 6219, 305-237-0631 / [ohanauer@mdc.edu](mailto:ohanauer@mdc.edu)

**Homestead Campus:** Cathy Hyde, Center for Comm. Involvement Coordinator, Rm A-108, 305-237-5205 / [chyde@mdc.edu](mailto:chyde@mdc.edu)

**College-wide Director:** Center for Comm. Invol., Josh Young, Rm 3410 Wolfson Campus, 305-237-7477 / [jyoung@mdc.edu](mailto:jyoung@mdc.edu)

**Director of Clinical Supervision & Intern Placement,** MDC School of Ed., Betty Johnson 305-237-6456 ([bjohnso2@mdc.edu](mailto:bjohnso2@mdc.edu))

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