

Protocol for Field / Clinical Placements

Step 1: Requesting Placements through Alchemer

There are two steps to securing field/clinical placement requests. First, a request needs to be made through Alchemer for the district(s) to approve and confirm. Once the requested placements have been approved by the district(s), then the Anthology Placement Template needs to be filled out with the final, confirmed placement information (see [Step 2: Setting Up Placements in Anthology](#)).

- Requests for **ALL observation, practicum, and internship placements** must be made using the [Field Experience and Practicum Request Form](#) on the Office of Partnerships and Placements website. Explicit instructions are provided on the form, please read them carefully and follow the directions. ***Please allow at least 3-4 weeks for the approval process - plan requests accordingly.***
- Please complete the request form with ALL required information, including student names, course description and requirements.
- The online request form is emailed directly to the district personnel you select from the [Practicum and Observation Contact List](#).
- Once you have submitted your request, you will receive a confirmation email. This is not approval.
- An email which indicates approval or denial of the request will then be sent directly to the instructor from the district. You must receive approval from the district **BEFORE** observation/practicum experience can begin.
 - If approval is not received within 3-4 weeks, please follow up with the district contact directly. If placement requests are denied, a new request must be made following the same process in Alchemer.
- ALL Teacher Candidates/students must have a valid (not expired) BCI uploaded to Anthology before they may begin their observation/practicum. **ALL** BCIs must be obtained from the RI Attorney General's Office. [Get a Background Check-RI Attorney General](#).
 - Please ask your Program's Administrative Assistants to verify that all students have BCI's uploaded to Anthology. Administrative Assistants can download copies of your students BCIs from Anthology if requested.
 - Teacher Candidates/students that **do not have district approval or do not have a valid BCI will NOT be allowed to enter a school – or will be removed from - a clinical placement site** until a valid BCI is produced and/or approval granted.