

O.L.E.  
Office of Laboratory Experiences  
Graduate School of Education & Human Development

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**MEMORANDUM**

**TO:** TRED 206 & Methods Students

**FROM:** Suzy Wise, Executive Associate  
Office Laboratory Experiences

**RE:** Fieldwork Application Procedures

Please complete all applicable fields in their entirety, including your complete mailing and e-mail addresses.

**IF YOU DO NOT REQUIRE A PLACEMENT**, please fill out this form including the section at the bottom about where your placement is. You are done with this process!

**IF YOU DO REQUIRE A PLACEMENT**, you must also include the most recent copy of your resume and TB test results. The test must have been taken in the last calendar year to be valid for this placement. *(TB tests may be taken by: your local physician, clinic, health department or the GW Student Health service on campus. Tests are usually administered M-W with two days allowance to receive results.)*

You will not be placed without having all three of these items submitted.

Please give **all** of your materials to your professor to submit to OLE. Partial packets will not be accepted.

Once your placement is confirmed, OLE will contact you with your school site, cooperating teacher name and their contact information. You should call or email the cooperating teacher at that point to set up a schedule for your fieldwork assignment.

The placement process may take 3-5 weeks, so we ask for your patience. We will contact you as soon as we have confirmed your placement.

I can be reached at [ole@gwu.edu](mailto:ole@gwu.edu) if you have any additional questions or concerns regarding this process.