



Bagwell College of Education

Clinical Experiences, Placements
and Partnerships

ECE 3320/ 3340 & 4403/4635– Sign-up Directions

For Field Experience

IF YOU ARE REGISTERED FOR ECE 3340 AND ECE 4403/4635, YOU DO NOT NEED TO DO A SIGN-UP FOR 3340. YOU WILL BE USING THE SAME PLACEMENT FOR BOTH COURSES.

PLEASE FOLLOW THESE STEPS TO MAKE SURE THAT YOU PROPERLY SECURE AN ECE 3320 OR 3340 OR 4403/4635 FIELD PLACEMENT.

Step 1: Log on to OWL EXPRESS using your Net ID and Password

Step 2: At the Main Menu select “**Student Services**”

Step 3: At the KSU Program Applications Menu select “**Bagwell College of Education Applications & Forms**”

Step 4: AT the BCOE Applications and Forms Menu select “**Field Experience Placement Request Form**”

Please read the welcome information and proceed to the placement

request selection.

Step 5: Verify that the KSU ID listed is your number.

- a) Under “*Signup Course*,” choose either “**3320, 3340 or 4635**” from the dropdown menu
- b) Under “Preferred School Type,” select “ALL” from the drop down menu.

Step 6: Press **Submit**.

The next page will generate your information from BANNER (student information center). Be sure to check that your information (KSU ID, name,

phone #s) is listed correctly.

Step 7: Please complete the remaining fields (alternate phone number, insurance (type/name), member # and expiration date)

The course in which you are enrolled will be listed by the CRN #. You are now ready to make your placement selection.

Step 8: Review all placement options. To select a placement click on the radio button located to the left of the placement option. (***Only Select One Placement***)

Step 9: Once you have made your selection click **Submit**. ***If you have successfully signed up, you will see the following message:***

FIELD EXPERIENCE PLACEMENT CONFIRMATION

Print this for your records

(Student's Name) is confirmed for the following school: School:*

(School Name)

System: *(School District Name)*

Address & Phone: *(Address & Phone Number)*

****If you do not see this note, YOU HAVE NOT SIGNED UP SUCCESSFULLY!***

So back up and try another placement, because the one you chose is already full!

Only if you get the above note are actually registered.

Step 10: Complete

If you have completed each of these steps successfully, you are now registered for either ECE 3320 or ECE 3340 or ECE 4635 or ECE 3340/4635 Field Placement.

Print the page with the contact information for verification of placement, location, address and phone number.

If you have any questions regarding this process please contact The Center for Education Placements & Partnerships by email: dfitzge5@kennesaw.edu or 470 578-2236 and ask for Donna Fitzgerald.

