



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
TALENT DEVELOPMENT OFFICE

FIELD STUDY FORM

This form is to be submitted to the Talent Office by college students prior to completing student teaching, internships, field experiences, volunteer work or observations. Placements are typically arranged directly by the student and building administrator/cooperating teacher. If assistance securing a placement is needed, students may complete the top portion of this request and submit it to the Talent Office, who will then refer them to the appropriate district coordinator.

REQUEST INFORMATION

Student's Name:

Mailing Address:

Phone Number:

Email:

College:

Professor:

Course:

Total Hour Requirement:

Approximate Start / End Dates:

Details of Request: *Circle one*

Intern

Student Teacher

Field Placement

Observations Only

Other: _____

DISTRICT PLACEMENT - This section may be completed by student with assistance from their cooperating teacher.

School:

Teacher / Grade / Subject Area:

Will student require computer access: YES NO

Will student require a district email account: YES NO

List any special computer programs that will be needed, if applicable:

FORM SUBMISSION

Return this form to the attention of Holly Catrino in the Talent Office at catrino@csdnb.org

PLACEMENT CONFIRMATION

Upon receipt, a packet will be mailed to the student's home address which contains instructions regarding paperwork and screenings required before the student may begin their placement. Once paperwork is complete the Talent Office will confirm the student's start date by sending an email to the student, building administrator and cooperating teacher. The Talent Office will notify our MIS Department of computer/email access, if requested. Please contact Holly Catrino with any questions at 860-827-2299.