



Out of District and Online College/University Request for Practicum (Field Experience) Hours

To be completed by the college/university field placement coordinator and submitted to Samantha Coy (SCoy@horrycountyschools.net).

This request form must be submitted to Samantha Coy **six weeks** prior to the desired start date for the practicum. Failure to submit this form within the desired time frame may result in the request not being approved. *No requests for field experience hours during the summer months (June- August) will be granted.*

Date: _____ Student Name: _____

Is the student an HCS employee? Yes No If yes, what is the student's position? _____

College/University: _____ Practicum Start Date: _____

Detailed Practicum Requirements (Please include required hours and tasks.):

School or Geographical Area Desired (please list three): 1) _____
2) _____
3) _____

Grade Level(s) and/or Subject(s) in which a placement is needed:

To complete field experience hours in HCS, the practicum student must submit an HCS Volunteer Form to Sharon Davis (sdavis@horrycountyschools.net) in Human Resources for clearance to volunteer in HCS schools. Please check the box to verify.

The student has submitted a HCS Volunteer Form and has received clearance to volunteer in HCS schools.

College/University Field Placement Coordinator's Name: _____

Field Placement Coordinator's Email Address: _____

Field Placement Coordinator's Phone Number: _____

Field Placement Coordinator's Signature: _____

Note: Your signature here denotes that you approve this student as eligible to complete practicum (field experience) hours in Horry County Schools.