



BALL STATE UNIVERSITY

Office of Teacher Education
Services and Clinical Practice

2026-27 FIELD EXPERIENCE POLICIES AND PROCEDURES

In anticipation of 2026-27 field experience environments, please use the following guide to ensure proper procedures are followed when working with a school district and with children. When choosing either onsite or online/virtual field experiences, the same procedures, care, and approvals are to take place prior to your start.

Process Summary

Step #1 – University faculty member submits a request via ELMS (includes Field Experience Submission Summary) at least 10 school days prior to the start of the field experience.

Step #2 – Participating students complete the prerequisite requirements listed on page two, which include both a national background check and EduRisk training, at least 10 school days prior to the start of the field experience.

Step #3 – OTES-CP ensures we have a current affiliation agreement with the school corporation/community partner and sends the request. If we do not have an affiliation agreement, then OTES-CP will begin the process of obtaining one, but this is not guaranteed and will take additional time.

Step #4 – The school corporation/community partner approves or denies the request, and OTES-CP notifies the faculty member. OTES-CP stays in communication with the faculty member as field experiences are processed, including the status of teacher candidate requirements.

Teacher Candidate Prerequisite Requirements for Early Field Experiences

Background Check

Students involved in clinical experiences for an initial teaching licensing program must have a current national background check completed prior to entering the field experience. Ball State University has contracted with a specific vendor, Reference Services, Inc. (RSI), to provide this type of check. Students who have a completed check through another vendor must complete a new one through RSI. Background checks are only valid per academic year (Fall-Summer Session II). For the direct link to register for a background check, visit the OTES-CP home page and click on “background checks”. You will find a hyperlink titled “Order your criminal background check”. Click on this link to get the process started.

EduRisk Training

Students must complete the video module "Protecting Children: Identifying and Reporting Sexual Misconduct" before placement requests will be processed. This one-time training is valid for the duration of a student’s enrollment at Ball State University.

- The training can be accessed via [myBallState](#), under “General Tools”. Click on “EduRisk Training” and search for the module by name.

For Onsite Field Experiences

Note to Teacher Candidates and Faculty: Maintain CONFIDENTIALITY regarding your personal life. You should set restrictions on any Facebook, X, Instagram, TikTok, and/or personal websites. DO NOT share personal information with students in practicum settings, including your cell phone number, and social media account information. DO NOT follow children (including secondary students) on social media such as Snapchat, Instagram, or through email. If you wish to recognize the great work of your teacher candidates and their students, contact the principal about the most appropriate way to showcase their efforts.

Faculty FAQs for Onsite Field Experiences

1. **Will Teachers College allow me to conduct onsite field experiences?**
 - Yes, if our school or community partner allows you to enter the building, you may consider onsite field experiences.
2. **Can I secure my own field experiences?**
 - Yes, as long as you discuss them in advance with the OTES-CP office and complete the necessary paperwork at least ten school days prior to the start date.
 - Please note that several other Ball State faculty members may be scheduling with the same teacher within the same building. Speaking with the classroom teacher and having their approval does not guarantee a placement. The principal may have approved that teacher for another field experience separate from your own. Be sure to stay in good communication with the OTES-CP office.

3. Can I consider field experiences that are out-of-state?

- Yes, if OTES-CP verifies that a current affiliation agreement is in place with the school or community partner. Coordinating this may take up to one month for our contract office and their legal team to sign the agreement. Please proceed with that time window in mind prior to requesting such placements. The agreement must be in place before the experience begins.

For Online/Virtual Field Experiences

Faculty - For any online activities involving children, instructors are required to select a virtual platform that enables live observation and monitoring of teacher candidates.

Note to Teacher Candidates and Faculty: Maintain CONFIDENTIALITY regarding your personal life. You should set restrictions on any Facebook, X, Instagram, TikTok, and/or other personal websites. DO NOT share personal information with students in practicum settings, including your cell phone number, and social media account information. DO NOT follow children (including secondary students) on social media such as Snapchat, Instagram, or through email. If you wish to recognize the great work of your teacher candidates and their students, contact the principal about the most appropriate way to showcase their efforts.

Faculty FAQs for Online/Virtual Field Experiences

1. Will Teachers College allow me to conduct online/Virtual field experiences?

- Yes, if the school or community partner will allow you to engage, you may proceed. However, OTES-CP preference is for onsite field experiences. Please reach out to the classroom teacher(s) you plan to partner with while simultaneously informing the OTES- CP office. A regular formal request must still be made through the OTES-CP office in CORE ELMS.

2. Do my teacher candidates need to complete a background check and EduRisk training?

- Yes, requirements are the same as for both onsite and online/virtual experiences to ensure the safety of children.

3. Can I consider an online/virtual field experience that is out-of-state?

- Yes, as long as we have an affiliation agreement with the school or partner on file. This may take up to one month for our contract office and their legal team to sign the agreement. Please proceed with that time window in mind prior to requesting such placements. The agreement must be in place before the experience begins.

4. Am I responsible for the monitoring of teacher candidate/student interaction while online?

- Yes, it is important to know that you are required to monitor teacher candidate/student interaction while conducting an online/virtual field experience. Prior to deciding on a platform to use for online/virtual field experiences, consult with the school classroom teacher and principal about this requirement and their suggestions for a safe environment.

Submitting a Field Experience Request through ELMS

There are three choices when submitting a field experience.

- Preferably, the faculty member submits a “group” request on behalf of all students if you are to engage in the same school and/or with the same teacher. This typically occurs within a practicum.
- A faculty member can submit an “individual” request on behalf of a single teacher candidate. This may occur if you have several students in different school districts.
- Teacher candidates can submit an “individual” request for themselves. This typically applies when completing a single observation or a one-time event. A candidate may request more than one date if it is for the same **time** on each date.

Completing Your Individual Field Experience Request in ELMS

Step #1: Log In

Go to [myBallState](#) and log in with your Ball State credentials. On the left-hand side, click “General Tools” then click the “CORE ELMS” link to access the system.

Step #2: Start Your Application

In the left-hand menu, click “**Teacher Residency / Student Teaching / Field Experience Requests.**” Then click “**Add New Teacher Residency / Student Teaching / Field Experience Request.**”

Step #3: Select Your Placement Info

Use the drop-down menus to choose your **Rotation Date** (current semester) and select **Rotation Type: Field Experience.** Then click **Continue.**

Step #4: Fill Out the Application

Complete all required fields in the application.

Step #5: Submit Your Application

Once you’ve filled out all required fields, click the “**Submit**” button at the bottom of the page.

Note to Students: If you choose to complete an individual field experience outside of Muncie Community Schools and Burris, submit the electronic request form and print the Individual *Field Experience Request Form* from your account dashboard. After the visit, upload the completed and signed Field Experience Request Form to your original electronic request submission. (A clear photo of the form is acceptable—scroll to the bottom of the submission to upload.)