

Directions for Accessing the Field Placement System

For EDUC 2110/2120/2130

In order to access the field placement system, you must have purchased and activated a Chalk & Wire account. For information regarding purchase and activation of an account go to: <http://www.augusta.edu/education/chalkandwire.php>.

Log in to your account at https://ep.chalkandwire.com/ep2_augusta/login.aspx?cus=420.

Select “Menu” on the left side of the screen, then “Work” and “Field Placement Finder”. Click “I want to search for and apply for unfilled placements”. Available field placements will be displayed.

Click on the field placement you’re interested in and select “View”. This will give you information regarding the Building Coordinator of the school, a map showing the school location, and demographic information about the school.

Once you make your selection, you will need to follow the directions to “Apply for the placement”.

You need to make 4 placement choices IN ORDER OF PREFERENCE. (Your first selection would be your first choice. Your second, third, and fourth selections would be your second, third, and fourth choices.) The system times your choice of schools. The school slots will be filled on a first come first served basis based on this time stamp. The system does not eliminate choices so your first choices may already be taken by the time you sign on.

Your placement will be approved by the Field Experience Coordinator. **Your selection will only be approved if you have submitted your Background Check, MOU, and proof of tort liability.**

The Field Experience Coordinator will “confirm” your first available selection based on the time stamp provided by Chalk & Wire. You will receive a “rejection” email from Chalk & Wire for any placement choice you are not assigned.