

# Winston-Salem/Forsyth - Field Experience

1. Complete and submit the following documents:
  - a. Winston Salem/Forsyth County Schools Onboarding Process
  - b. PDF of your completed and confirmed application
2. Submit all completed documents through the Microsoft Form link available on the Field Experience website.
3. Placement confirmations will be provided by the Office of Educator Engagement and Student Success and reflected in the Brave Educator Dashboard. Be sure to check the dashboard regularly for updates.

Questions? Please contact the Director of Educator Engagement and Student Success, Dr. Kamina Fitzgerald, [kamina.fitzgerald@uncp.edu](mailto:kamina.fitzgerald@uncp.edu)



## Student Teacher and Intern/Practicum Process

We are so excited that you are interested in completing your student teaching/internship/practicum within the WS/FCS district! Please follow the steps below.

### Student Teachers/Interns/Practicum Students:

1. The university placement coordinator will work with Human Resources on placement with a WS/FCS school for you.
2. Once placement is confirmed by the university and WS/FCS, a background check is required. This is required for anyone working with our students including student teachers, counseling interns, psychology interns, and social work interns. To begin the background check, you will need to complete **Temporary Employment Form**: <https://bit.ly/wsfcsstempemp>.
3. After you complete this form, WS/FCS will conduct a background check. You must pass a background check in order to complete your student teaching/internship with WS/FCS, get access to email with WS/FCS, and access to Canvas training. Please note the background check process may take 7-10 business days to complete.
4. Once the background check is passed, you will be assigned a WS/FCS account. Log into your WS/FCS email account [here](#). Please call the Technology Service Desk for your password. Passwords cannot be emailed. Please use the contact information below.  
Email: [ServiceDesk@wsfcs.k12.nc.us](mailto:ServiceDesk@wsfcs.k12.nc.us) or Phone: 336-727-8300
5. Complete safety training videos on the WS/FCS Human Resources webpage: <https://winstonsalemforsyth-nc.safeschools.com/login>. Your username will be the **first part** of your WS/FCS email. Do not include the @wsfcs.k12.nc.us. Your password will be your ws/fcs email password. Complete the following safety training videos.
  - Active Shooter
  - WS/FCS Safety & Security Protocols
  - Blood Borne Pathogens
6. Complete Canvas training. Canvas is the learning management system used by WS/FCS. Canvas is utilized in the district to deliver education virtually. The training will be assigned once your NCEdCloud ID's are active. Student teachers/interns only need to complete the substitute teacher module **K -12 First Day Ready**.  
Log in to Canvas here: <https://www.wsfcs.k12.nc.us/canvas>
  - Click "Staff/Parent" button
  - Username: your WS/FCS username/first part of your email
  - Password: StudentTeacher2223
  - If you have any technical difficulties, please contact our IT department at Email: [ServiceDesk@wsfcs.k12.nc.us](mailto:ServiceDesk@wsfcs.k12.nc.us) or Phone: 336-727-8300

When you log on, you will see a blue bar on the left side of the screen. Click help. This will slide out another panel. Click the training services portal. You will complete a short

orientation. Search for **K-12 First Day Ready**. You will see a “sandbox” image and this is where you will complete your lessons and practice.

7. Once all steps above have been completed, you, your university’s placement coordinator, your cooperating teacher, and the school’s principal will receive a notice that you are approved to begin your teaching/internship experience with Winston-Salem/Forsyth County Schools.

*Remember to follow WS/FCS on [LinkedIn](#) and check our vacancies on [ATS](#), if you would like to work with us full time upon graduation!*