**Internship Placement Directions**

* Log on to <http://webapps.estrellamountain.edu/authenticate.php?redirect=/field-experience>
* Along the left side, click on “Field Experience”. This will bring up the Field Experience form.
* For “Estrella Username”, use the username you use to log on to an Estrella computer.
* Enter your Estrella Password, and hit enter. This will take you to the Field Experience site.
* Fill in your 8 digit student ID.
* Check whether the internship is for EDU 221, 222, 230, or 236, and put in the appropriate section number.
* Click whether EMCC is placing, or that you are self placing.
* Click on whether you have your Fingerprint Clearance Card or not. Note: if you do not have your FPC yet, the process will stop here.
* Select a:
	+ School district
	+ School
	+ Desired area (K-3, 4-6, etc.)
	+ Desired subject area
* In the appropriate box, post a comment such as any special considerations or any other special requests you may have.
* Click “Submit”
* If you do not hear anything in one week’s time, contact Landis Elliott, Manager of Internships at:

landis.elliott@estrellamountain.edu

or call her at 623.935.8220