Please print this form http://www.ucumberlands.edu/academics/graduate/downloads/Field_Experience_Timesheet_2010.pdf and use it in the classroom where you observe for the purpose of taking notes. Based on those notes you will fill and submit the electronic time sheet. Make sure that the teacher that you observed signs the printed form (the one used to take notes). You should also make sure you keep the signed form for your records. It is possible that you will be required to substantiate your observation hours by providing the signed form.

After clicking on the link https://ucmail.ucumberlands.edu/educationforms/ students will be required to log in to get to the actual form. The same credentials they use to log in iLearn will be required.

Please note that all the fields in this form except those under the “Classroom Demographics” are required fields. You will not be able to submit the form unless you enter the information required in all those fields.

Select the course for which you completed your field hours.

Candidates should submit the form once for each teacher they observed. For example if you observed the same teacher for all the number of field hours required (you observed teacher John Smith on Jan 15 2012, for one hour and then subsequently you observed the same teacher on Jan 16, 20, 22, 28 also for an hour each), you should submit the form just once.

- For “Visit Date” choose the last date when you observed (in the example above that will be Jan 28 2012).

- For “Level of Involvement” choose the highest level of involvement correspondent to your observations. If during your observations you Observed, Participated, and Implemented, when you submit the form you should choose the highest level of involvement. The levels of involvement are listed in increasing order in the electronic form.

- For “Time Spent” you should choose the cumulative time spent. In the example above you should enter 300 since the time spent should be entered in minutes and you observed for 5 hours (one hour on Jan 15, 16, 20, 22, 28).

- In the “Summary” box you should enter no more than 500 words. Also you should list, along with what your instructor requires, the dates you observed since, in the form, you choose just the last date of your observations. (Jan 16 2012, Jan 20 2012, Jan 22 2012, Jan 28 2012)

- In the “Teacher Demographics” section of the form you are required to enter the information related to the teacher that you observed during your observation. Unless specifically told by your University instructor, you should not enter your
own information in the Teacher Demographics section even though you are a teacher.

- In the “Classroom Demographics” section you should select the appropriate check boxes if you noticed diverse students in the classroom that you observed.

- Make sure you click the last check box certifying that the information you provided is accurate. Only after checking that box will the “Submit” button will show up. You will then be able to submit the electronic timesheet.

- If you observed more than one teacher you should submit the form once for each of the teachers observed following the above instructions. For example you observed John Doe, Greg Smith, and Anne Wilson for 3 hours each for a total of 9 hours. If you observed those teachers multiple times at different dates (for example you observed John Doe for an hour each on Jan 14 2012, Jan 19 2012, and Jan 29 2012) you should also follow the above instructions and submit the form just once for the 3 when you observed John Doe.

- Remember you should not submit the form for every time you went and observed. Depending on how many hours your course requires and your personal schedule it is possible you went and observed multiple times (for example your course required 10 observation hours and you went and observed 10 different times at different dates). How many times you went and observed does not determine how many times the form should be submitted. You should submit the form once for each teacher observed, entering the latest observation date as the date observed.

- For some courses the field experience component may consist in an interview rather than observing in a classroom. If the interviewer does not want their personal information disclosed, in order to be able to submit the form you should enter “N/A” in the fields under the “Teacher Demographics” section of the form. For “Years of Experience” you should enter “0” (zero) and for “Rank” choose “Other”.