**READ CAREFULLY:**

**Focus of Visit:** Identify specifically what level of participation this experience addressed (i.e. observation as required for a specific course, tutoring, teaching a lesson, teaching a unit, substitute teaching, facilitating a group, general observation) **Hours to be counted as:** Identify **ONE** of the following to designate which requirement is being addressed: **R=** Racial/Cultural Diversity (15 required); **S**= Special Needs (15 required); **M**= Major, **Mn**= Minor [15 required for major &/or minor(s) (minimum of 5 each)]; **G**= General Observation

**HOURS WILL NOT BE COUNTED IF THE FORM IS NOT COMPLETED ACCURATELY AND WILL BE RETURNED TO STUDENT VIA CAMPUS MAIL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LOCATION / SCHOOL** | **DATE** | **Grade/**  **Subject** | **Total Hours**  **(round to nearest ½ hr.)** | **Hours to be counted as (see above)** | **Focus of Visit (see above)** | **Signature & Phone Number of School Personnel** |
| **SAMPLE DOCUMENTATION** |  |  |  |  |  |  |
| *XYZ HIGH SCHOOL* | *3/12/ 13* | *SOCIAL STUDIES* | *3 HOURS* | *M* | *Teaching SS lesson* | *Mr. Jones – 517-222-2222* |
| *ABC Elementary School* | *3/12/13* | *3rd grade* | *2 ½ Hours* | *S* | *Observation for 271* | *Mrs. Jones – 517- 333-3333* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**COURSE FACULTY signature (faculty advisor signature for general hours)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SPRING ARBOR UNIVERSITY**

**SCHOOL OF EDUCATION**

**FIELD EXPERIENCE DOCUMENTATION FORM**

**NOTE: Background Check is Required prior to Participation in Field Experiences**

*All documentation* ***must*** *be legible or form will be returned*

**STUDENT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SAU E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COURSE # for which Field Experience is Required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IF Observation is not Part of a Course, Place Checkmark Here: \_\_\_\_\_\_\_\_\_\_\_**

**Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Minor 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Minor 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

It is the student’s responsibility to be aware of all requirements for completing this form accurately and completely. Information is detailed in the School of Education Handbook under “SITE BASED FIELD EXPERIENCES.” Some specific requirements are listed below:

* If 120 documented hours are not on file by the deadline provided during the pre-student teaching interview, the start of the candidate’s student teaching semester will be delayed while the student completes the required hours prior to officially starting the student teaching experience.
* 30 of the 120 hours must be in classrooms where the students can observe classes with populations that are racially and/or culturally diverse or have special needs students. 15 of the hours must be in the racially/culturally diverse classrooms and the other 15 hours must be in classrooms that have special needs students.
* 15 of the 120 hours must be observed in a classroom focusing on the student’s major and/or minor with at least 5 hours minimum in each major and/or minor area.
* A MAXIMUM OF 50 HOURS FOR FIELD-BASED EXPERIENCE may be accepted for the following: Substitute work, school-based coaching, camp counseling, and secondary education students tutoring university students in an approved tutoring setting **(these experiences must be verified in writing by a principal or supervisor on official letterhead).**
* Keep all the hours for an EDU course on one page. (i.e. – a single form should only contain hours for EDU 271).
* Students should also keep a personal copy of the form just before turning it in.

**“By signing this document, I hereby certify that the information provided is true, accurate and complete to the best of my knowledge and belief. I understand and agree that the School of Education has the right to contact any person, agency, entity, or organization to review or confirm any information provided in this document.”**

STUDENT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(complete chart on other side)**