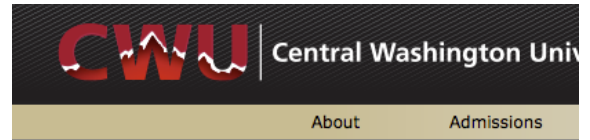


Field Experience Hour Log Tutorial

You will submit the hours associated with **each** field experience in the log. Each **day** must be entered separately. You do this by hitting submit for each day. Follow these directions below in completing this form.

Each day that you are involved in a field experience make sure that submit a new form with a date and hours. Remember that you only need to *create a new field experience* when you go to a different location or the experience changes by getting a new mentor.

- 1) Go to <http://www.cwu.edu/field-experience/> which is the field experience webpage for CWU.
- 2) Click on **"Field Experience Log"**.



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Mission Statement

To provide a safe, caring environment where students and staff shall develop their full potential as

Vision Statement

To offer help to all students, where students and staff shall value working and learning to

Welcome!

Welcome to the Office of Field Experiences...teaching! Come join us!



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Field Experience Logs

Use the links below to log your field experience. At the start of a new quarter on "Create New Field Experience". This is the only time you need to do this quarter for the field experience. If you start another field experience associated class, you will need to do this again. After completing the "Creating New Field Experience" form, only use the "Field Experience Logs" form for the remainder of the field experience.

Teacher Education

[Create New Field Experience](#) | [Field Experience Logs](#)

Administrational Leadership

[Create New Field Experience](#) | [Field Experience Logs](#)

School Psychology

[Create New Field Experience](#) | [Field Experience Logs](#)

3) Click on Create New Field Experience under Administration Leadership.

4) Type in your student id. **Double check this to make sure that it is correct.** (picture not shown)

- 5) Select the course number, quarter and year for this experience. Then fill in all of the information that is corrected.
- 6) Submit when all spaces are filled, course numbers, quarter and year are selected..

Create New Field Experience (Administrational Leadership)

(Must be logged in to view this form)

[Downloadable pdf instructions page 1.](#)

[Downloadable pdf instructions page 2.](#)

Student First Name: *

Student Last Name *

Student ID: *

Course Number *

Quarter: *

Year: *

School: *

School District: *

Principal Mentor's First Name: *

Principal Mentor's Last Name: *

Principal Mentor's Email: *

Principal's First Name (Unless the same as Mentor's First Name): *

Principal's Last Name (Unless the same as Mentor's First Name): *

Principal's Email (Unless the same as Mentor's First Name): *

CWU Supervisor/Instructor's First Name: *

CWU Supervisor/Instructor's Last Name: *

CWU Supervisor/Instructor's Email: *

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Field Experience Logs

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[Create New Field Experience](#) | [Field Experience Logs](#)

Now click on **Field Experience Log** under Administrative Leadership (note: when entering additional days to an existing experience, simply start entering data by clicking on Field Experience Log and do NOT create a new experience).

- 7) Enter CWU ID and triple check.
- 8) Select the Course Number for which you are completing the requirements.

- 9) Choose the date of the experience by selecting the day from the calendar or use the scroll arrows to identify the correct month, day and year. **Double check the date! You must complete this form for EACH day you are in your field experience.**

- 10) Select the time that you arrived at the field experience site and select am or pm.
- 11) Select the time that you left the site and select am or pm.
- 12) Click in the circle of the choice that best explains the type of Field Experience this was. You must select one.
- 13) Enter the time in the box that best matches your involvement (i.e. Assessment, Student Growth, etc.) Make sure that the hours are typed in decimal hours (i.e. one hour and 15 minutes would be 1.25). **We have created a sheet with calculations to make this easier.** It can be accessed by clicking on **Downloadable Decimal Conversions** at the top of this **Field Experience Log** page.

NOTE: Please use FIREFOX when submitting this web form. Chrome and IE will not allow you to put in half hour times: Ex: 4.5 hr.

Student ID: *

Course Number *

- Select - ▾

▼ Field Experience Log

Date: * Month ▾ Day ▾ Year ▾

Start Time: hour ▾ : minute ▾ am pm

Finish Time: hour ▾ : minute ▾ am pm

What type of field experience was this? *

Internship - Principal School Hours

Internship - Principal Non School Hours

Internship - Other Admin

Please record your time spent in each appropriate experience to the nearest quarter hour (i.e. 5 hours and 15 minutes = 5.25; 5 hours and 30 minutes = 5.5; 5 hours and 45 minutes = 5.75).

Assessment Time:

Student Growth Time:

Personnel Evaluation Time:

Personal Reflection Time:

Other Time:

Total Time: *

Submit

- 14) Enter in the total time. **This time must be exactly the same as the time you were at your site. If it isn't you will NOT be allowed to leave this page.**
- 15) Click on **submit** and repeat this process for each day of your field experience.