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/](http://www.cwu.edu/field-experience/) which is the field experience webpage for CWU.

2) Click on “Field Experience Log”.

3) Click on Create New Field Experience under School Psychology.
4) Select the course number, quarter and year for this experience. Then fill in all of the information that is corrected.

5) Submit when all spaces are filled, course numbers, quarter and year are selected.
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).

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6) Enter CWU Student ID and triple check.

7) Select the Course Number for which you are completing the requirements.

8) 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.**

9) Select the time that you arrived at the field experience site and select am or pm.

10) Select the time that you left the site and select am or pm.

11) Click in the circle of the choice that best explains the type of Field Experience this was. You must select one.

12) Enter the time in the box that best matches your involvement (i.e. Evaluation, Individual Counseling Time, 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.

13) 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.

14) Click on **submit** and repeat this process for each day of your field experience.