Field Experience Hour Log Tutorial

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

Each day that you are involved in a field experience do the following:

1) Type in your student id. **Double check this to make sure that it is correct.**
2) Select the course number from which this field experience has been assigned.
3) 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!**
4) Select the time that you arrived at the field experience site and select am or pm.
5) Select the time that you left the site and select am or pm.
6) Check whether your mentor was present during this experience on this day.
7) Enter the time in the box the best matches your involvement (i.e. observing, planning, 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.**
8) 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.**
9) Click on **submit** and repeat this process for each day of your field experience.

When recording the time in an activity, use the following definitions.

- **Observing**
  - Time spent watching a mentor teacher teach, meeting with parents or attending school-related meetings.
- **Planning**
  - Time spent writing lesson plans and/or preparing materials for class.
- **Teaching**
  - Time spent working students in large and small groups.
- **Assessment**
  - Time spent grading, recording or analyzing student work.
- **Other**
  - Time spent doing anything other than observing, planning, teaching or assessing.