
Revision Responsibility: Professional Education Council (PEC)
Responsible Employee: K-12/Secondary Education Caucus

Purpose:

To outline the policy for Secondary/K-12 licensure students reporting their educational field experiences. Effective fall 2014, all secondary/K-12 licensure programs must use the adopted log in Tk20 to record any educational field experience. This will benefit the unit in many ways including 1) accuracy in reporting; 2) instructors could log into Tk20 to check on how many placement hours a student has at any time; 3) documentation of hours attended is completed; 4) it serves as an electronic process; and 5) it allows the Educational Field Experience office to monitor diversity of placements and make changes to second experience placements, if necessary.

Policy:

1. During each field experience, the student must self-record their placement date, district, school, name of cooperating teacher, grade level, subject area, whether the experience was a practicum or observation, and hours in class as detailed on the adopted log in Tk20. Students must fill out the log for any field experience.
2. Faculty must double check accuracy of student-reported logs and make changes, if necessary.
3. By the end of the semester (December 1 and May 1), the student must upload a final "Record of Educational Field Experiences Form" with a faculty signature indicating completion of the practicum requirements in order to pass the class.
4. The Coordinator of NCATE Assessment will email out instructions of how to do steps 1-3 in Tk20 each semester, by class.
5. It is suggested that this requirement be implemented in the course syllabus as an assignment to ensure it is done prior to course completion.

Educational Field Experiences Log in Tk20:

Class _____

Professor _____

Candidate Name: _____

Term: _____

Mentor Teacher: _____

Placement Date	District	School	Name of Cooperating Teacher	Grade Level	Subject Area	Practicum or Observation?	Hours in Class

Record of Educational Field Experiences Form:

Instructions for form:

Student prints form, fills out, attaches a copy of the Tk20 log, gets faculty signature, scans all as PDF, and uploads to Tk20. This form is due by December 1 or May 1 of the semester.

I _____ (student name) certify that the data I input into the educational field experiences log in Tk20 for _____ (course) is accurate and reflects my educational field experiences for _____ semester.

I _____ (faculty name) certify that I have monitored the student's log in Tk20 and certify it is accurate.

Student Signature _____

Faculty Signature _____

Date _____