

CI 420 Early Field Experience Time Card Instructions

The recorded field experience time is important information that becomes a permanent part of your University record. To avoid common errors in reporting, please take a few minutes to consider the task of recording and reporting the hours you spend in your early field experience.

To assist you in keeping track of the hours you accrue as you participate in the field portion of CI 420, use the worksheet. Daily accounting of hours is easier and more accurate than a weekly session of attempting to recall the number of hours spent in the field experience. Report hours **to the nearest half hour using decimals**: For example, 2, 2.5, 3, 3.5, etc. The final total hours will be recorded and submitted online by your supervisor at the end of your CI 420 field experience.

Note that there are four categories of experiences listed on the following worksheet. Use the worksheet to record the time spent in each experience daily. An explanation of each type of experience follows:

Observation: This is the time you spend watching the cooperating teacher teach and engage in other interactions with students.

Participation: Participation is assisting the cooperating teacher in instruction. This may be working with one child, a small group, or the entire class.

Teaching: These hours are accrued when you are instructing/interacting with one child, a small group, or the entire class in a lesson or activity.

Activities Related To Teaching: This category defines your preparation for teaching and other activities that most often will occur outside of the classroom (e.g., planning, making classroom materials, grading papers). Travel time is not to be included. This can be defined broadly as anything you do that you would not be doing unless you were involved in the CI 420 field experience. You will not record hours spent in CI 420 lectures and discussion group sessions, or the hours studying or completing assignments for this class.

Please turn a completed time card into your supervisor at the end of the placement. Make sure all information is correct and your cooperating teacher has signed this time card.

Thank you for your cooperation in this record keeping matter. If you have any questions, contact your University supervisor or the Clinical Experiences Office at 333-2561.