To be completed as soon possible:

1) Payment for Educator Preparation Program Application
   - Sam Web→Student Records→Educator Preparation Program Application→Pay $100 fee (one time only)
   - If you are a NON-CERTIFICATION student or taking this class as an elective you DO NOT NEED to pay the full amount listed. Email me (fieldexperience@shsu.edu) for directions for your Ed Prep payment.

2) Educator Preparation Program Application
   - Create an Educator Preparation Program Application in Tk20
     o Tk20→Admissions tab→Create free account
     o Log in→applications tab→create→select appropriate application from drop down menu
   - If you are a NON-CERTIFICATION student or taking this class as an elective you DO NOT NEED to create an application.

To be completed before you observe:

- Pick up your Field Experience Observation Badge
  - MUST have completed: 1) Paid Ed Prep fee & 2) Created Ed Prep Program Application in Tk20
  - Visit Educator Preparation Services in TEC 274 to pick up your badge

To be completed by the end of the semester:

- Field Experience Observations (15 Hours)--Guidelines for Field Experience
  1. BE PROFESSIONAL: Call campus 2-3 days ahead to confirm schedule and faculty dress code
  2. Arrive at your campus early with your Field Experience name badge, driver’s license, and Sam ID card

To be completed by the end of the semester:

- Submit this original hard copy field experience log to your instructor.

Assistance and Information:
Education students should frequently access their SHSU email account and websites for information.
Educator Preparation Services: www.shsu.edu/~edu_edprep email: (fieldexperience@shsu.edu) phone: 936-294-1157
FIELD EXPERIENCE DOCUMENTATION LOG (Submit to instructor)

(Diversity of field experiences may affect student teaching placement options)

Name: ________________________________________________    Course: _______________________________________________
Sam ID #: ______________________________________________               Section #: _______________Sem/Yr_________________________
Phone#: ________________________________________________               Professor: _______________________________________________
Email: ________________________________________________                 Course day/time: _______________________________________________

1. Communicate as needed   2. Dress professionally   3. Be early   4. Sign-in @ front office   5. Wear SHSU name tag(s)

<table>
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<tr>
<th>DATE</th>
<th>DISTRICT</th>
<th>SCHOOL &amp; SUBJECT(S) OBSERVED</th>
<th>TIME</th>
<th>HOURS</th>
<th>TEACHER/PRINCIPAL SIGNATURE</th>
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<td>Oct. 4, 2010</td>
<td>Aldine</td>
<td>Aldine Middle School -English/Math</td>
<td>Enter time observed here</td>
<td>Enter # of hours here</td>
<td>EXAMPLE</td>
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Enter total hours here:

Submit original log to YOUR INSTRUCTOR who may request TAPR reports be attached for each school listed. Make at least one copy for your records. Visit the Educator Preparation Services website for Field Experience info, related links, and details. Level I Field Experience in courses will consist of registering for 15 hours and completing them at a public school campus.