Students are responsible for ALL information on the SHSU website related to the Educator Preparation Program (This handout is only a guide—students must access the Ed Prep Services Website as a resource)

To be completed as soon possible:

☐ 1) Complete Basic Skills Assessment (See website for score criteria)
   • (THEA, ACCUPLACER, ASSET, COMPASS, or SAT/ACT)
   • If you are a NON-CERTIFICATION student or taking this class as an elective you DO NOT NEED to complete Basic Skills Assessment.

☐ 2) 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.

☐ 3) Educator Preparation Program Application
   • Create an Educator Preparation Program Application in Tk20
   o Tk20 → 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 by February 10th, 2016 at 5PM (can register 2/01/16 @ 8 AM through 2/10/16 @ 5PM):

☐ Registration for Field Experience
   • MUST have completed: 1) Paid Ed Prep fee & 2) Created Ed Prep Program Application in Tk20
   • Students register on-line (SamWeb → Student Records → Field Experience Level I Application and Report)
   • PRINT OUT YOUR SCHEDULE AFTER YOU HAVE REGISTERED
   Substitutions for required field experiences will not be an option.

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 May 6th, 2016:

☐ 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. Access campus instructions and guidelines on your “Printable Observation Hours Report”
  3. Use campus address found on your schedule from Sam Web or another resource (i.e. Map Quest) for directions—Do not call campus.
  4. Arrive at your campus early with your Field Experience name badge, driver's license, and Sam ID card

To be completed by May 6th, 2016:

☐ 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)

<table>
<thead>
<tr>
<th>Name: ________________________________________________</th>
<th>Course: _______________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sam ID #: ______________________________________________</td>
<td>Section #: ___________________________ Sem/Yr ___________________________</td>
</tr>
<tr>
<td>Phone#: ________________________________________________</td>
<td>Professor: _______________________________________________</td>
</tr>
<tr>
<td>Email: ________________________________________________</td>
<td>Course day/time: _______________________________________________</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<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>
</tr>
</tbody>
</table>

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. NOTE: CIEE 2333 is intended to include an introduction to public school field experience. There are “field experiences” that are unique to this course. Level I Field Experience in other courses will consist of registering for 15 hours and completing them at a public school campus.