

Educator Preparation Services Information – Fall 2015

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) Tk20 Account Activation**
 - Activate account on Tk20 (<https://Tk20.shsu.edu>) – Takes 3-5 business days for complete activation.
 - Pay account fee--\$100 plus tax and processing (one time only)
 - If you are a **NON-CERTIFICATION** student or taking this class as an elective you DO NOT NEED to activate a Tk20 account.
- ☐ **4) Educator Preparation Program Application**
 - Create an Educator Preparation Program Application in Tk20
 - 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 September 30th, 2015 at 5PM (can register 9/08/2015 @ 8 AM through 9/30/2015 @ 5PM):**

- ☐ **Registration for Field Experience**
 - **MUST have completed: 1) Paid Ed Prep fee, 2) Activated & Paid for Tk20, 3) 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 by December 10th, 2015:**

- ☐ **Field Experience Observations (10 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 December 10th, 2015:**

- ☐ **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)

DATE	DISTRICT	SCHOOL & SUBJECT(S) OBSERVED	TIME	HOURS	TEACHER/PRINCIPAL SIGNATURE
<i>Oct. 4, 2010</i>	<i>Aldine</i>	<i>Aldine Middle School -English/Math</i>	<i>Enter time observed here</i>	<i>Enter # of hours here</i>	<i>EXAMPLE</i>
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 10 hours and completing them at a public school campus.