

Nazareth College Field Experience Attendance Verification Form

Each visit to your assigned placement requires documentation including the date, a brief description of the activities completed, number of hours completed and SBTE/Clinic Supervisor's Signature. When completing the form please remember partial hours should be recorded as decimals: 15 minutes = 0.25 hours, 30 minutes = 0.5 hours, and 45 minutes = 0.75 hours. A sample entry is provided on the activity log. *If your placement is job-embedded, you are still responsible for maintaining documentation. Please log specific dates/hours during your workday, when you were completing activities related to your coursework. Obtain your administrator's signature once all hours have been completed.*

Please **return this form to your instructor** with the required hours and signatures no later than the last day of class. Keep a copy of this completed form for your records.

Teacher Candidate Information:

Term/Year: Fall _____ Spring _____ Summer A _____ Summer B _____

Teacher Candidate Name: _____ ID: _____

Program: _____

Course: _____ Hours Required for Course: _____

School Information:

District: _____

Name of School/Agency: _____

School/Agency Address: _____ City _____ Zip Code _____

School-Based Teacher Educator (SBTE) Information:

SBTE name(s) _____

SBTE email(s) _____

Grade/Subject(s) Taught _____

Type of Classroom: (Check all that apply)

General Education Classroom I-COT Classroom (Integrated Co-Teaching) Self-Contained Classroom

Resource Room Other _____

Student Population: (Check all that apply)

Students with Disabilities Gifted and Talented Learners English Language Learners

Bi-Lingual Learners Other _____

Field Experience Activity Log

| Date | Activity Description | Hours Completed | Teacher Signature |
|----------|---|-----------------|-------------------|
| 10/10/12 | <i>Listened as students read their independent reading books aloud to me. Assisted students one-on-one with simplifying fractions. Assisted the teacher in recess duty.</i> | 2.75 hours | <i>Jane Doe</i> |
| | | | |
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Hours Completed

