Field Experience Information
MSED Elementary Education

Students enrolled in the MSED Elementary Education program are required to complete a minimum of 100 field experience hours prior to student teaching. These field experience hours are embedded over two semesters (EDU 511 & EDU 512). Each course will require a combination of Medaille-provided field experiences as well as individual field experiences in schools.

<table>
<thead>
<tr>
<th>Course</th>
<th>Field Experience Hours</th>
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</thead>
<tbody>
<tr>
<td>EDU 511: Fieldwork I: Grades 1-6</td>
<td>50 hours</td>
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<tr>
<td>EDU 512: Fieldwork II: Grades 1-6</td>
<td>50 hours</td>
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</table>

Field Experience Hours Requirements (minimum of 100 hours, of which):

- Approximately 50 hours must be in grades 1-3
- Approximately 50 hours must be in grades 4-6
- All of the individual field experience hours must be completed in a classroom setting
- At least 15 of the hours must be working with Students with Disabilities
  - Students with Disabilities (SWD) are those students that have been identified and issued an IEP, 504 Plan, or other mandated accommodation/modification
- At least 15 of the hours must be working with English Language Learners (ELL)
How to Validate Your Field Experience
MSED Elementary Education

The following information is required for each field experience in which you participate:

1. A signed completed validation form from the classroom teacher or other supervising professional.

2. The validation form must be scanned into ONE document for each field experience placement. You will then upload each document as an attachment to your LiveText Field Experience (FEM) account. Log into LiveText. Click on the Field Experience tab in the upper left corner. Then click “View Placement”. You will then click “Add Attachment” and upload your document.

3. After your document is attached you will then log the hours into the Time Log of your LiveText Field Experience (FEM) account (it is located to the right of your main Field Experience screen).
   a. To add the hours for a placement experience, click “Add Hours”.
   b. Type in the DATE that the experience ended (MM/DD/YYYY). For example, if you did 20 field experience hours in a grade 4 class between 2/3/18 and 5/6/18, you would write 5/6/18 as the date in the Time Log.
   c. In the Number of Hours category, you will type how many total hours you completed during that particular field experience (HH:MM). For example, if you completed 20 hours, you would type 20:00.
   d. In the Activity slot, you will type “Classroom Experience”.
   e. In the Category slot, you will choose whether this experience is in a grade 1-3 or in a grade 4-6.
   f. In the Additional Information slot, you will include:
      i. Name of School/Organization
      ii. Name of Education Professional who validated your form
Field Experience Validation Form
MSED Elementary Education
Grades 1–6

Complete the validation form below for EVERY field experience placement you have completed.

Student Name ____________________________________________

Date Experience Began __________________________ Date Experience Ended __________________________
Month/Day/Year                                      Month/Day/Year

Grade Level(s) of this Experience __________

Total Hours from this Experience __________

Site/School Name ____________________________________________

Classroom Teacher/Education Professional Name ____________________________________________

Site/School Address ____________________________________________

Site/School Phone Number ____________________________________________

Classroom Teacher/Education Professional Email Address ____________________________________________

Classroom Teacher/Education Professional Signature ____________________________________________

Please note that a representative from Medaille College may contact you via email to verify the student’s participation.