



## **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.

<b>Course</b>	<b>Field Experience Hours</b>
EDU 511: Fieldwork I: Grades 1-6	50 hours
EDU 512: Fieldwork II: Grades 1-6	50 hours

### **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.