



**Field Experience Information**  
**MSED Students with Disabilities Grades 1-6**  
**Advanced Certificate Program**

Students enrolled in the MSED Students with Disabilities Advanced Certificate program are required to complete a minimum of 50 field experience hours prior to clinical practicum experiences. These field experience hours are embedded over two semesters (ESP 635 & ESP 636). 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>
ESP 635: Fieldwork I: Grades 1-6	25 hours
ESP 636: Fieldwork II: Grades 1-6	25 hours

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

- Approximately 25 hours must be in grades 1-3
- Approximately 25 hours must be in grades 4-6
- All of the individual field experience hours must be completed in a classroom setting
- All of the hours must be with students with disabilities 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 Students with Disabilities Grades 1-6**  
**Advanced Certificate Program**

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 Students with Disabilities Grades 1– 6**  
**Advanced Certificate Program**

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.