



Field Experience Information
MSED Students with Disabilities Grades 7-12
Advanced Certificate Program

Students enrolled in the MSED Students with Disabilities Advanced Certificate program are required to complete a minimum of 100 field experience hours prior to clinical practicum experiences. These field experience hours are embedded over two semesters (ESP 637 & ESP 638). Each course will require a combination of Medaille-provided field experiences as well as individual field experiences in schools.

Course	Field Experience Hours
ESP 637: Fieldwork I: Grades 7-12	25 hours
ESP 638: Fieldwork II: Grades 7-12	25 hours

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

- Approximately 25 hours must be in grades 7-9
- Approximately 25 hours must be in grades 10-12
- 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 7-12
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 9 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 7-9 or in a grade 10-12.
 - 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 7 – 12
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.