

Clinical Experience #1 (CE #1) hours LOG SHEET—Foundations of American Education

Semester: Fall

Spring

20

Must complete, have reviewed by your professor and submitted by the end of the semester.

Name _____ Student ID# _____
Last First

Major: _____ UCO Professor _____ Section # _____

Phone # _____ Email: _____

Mentor Teacher Name/email/school _____

Activity Codes (make sure to list all codes for the day)	Student Groups Observed/Interacted With
1. One teach, one observe	A. Multiple ethnic groups
2. One teach, one assist	B. Multiple socioeconomic statuses
3. Other co-teaching (station, parallel, alternative, supplemental, team)	C. Emerging Bilinguals/Emerging English Proficiency
4. Special tasks (3 hours max) These may include: duties, field trips, preparation of materials, grading, performances, meeting with parents, other classroom with permission, planning with mentor/team meetings	D. Learning Challenges or Disabilities
	E. Advanced Skill Sets or Proficiencies/Gifted
	F. Varying Levels of Motivation to Complete Classroom Tasks

Professor Verification

Time is to be listed only on the quarter hour (:00, 15, 30, 45)

Mentor Teacher Signature	CE Hours	Arrival	Departure	Date	Activity Code	Student Groups Observed

 Total CE Hours YES NO (Please Circle)
 15 Hours Completed

 Mentor Teacher's Signature Date

 Date Completed

 Teacher Candidate's Signature

Prior to being assigned a Clinical Experience you must:

1) submit a signed CODE OF ETHICS and 2) complete a TRAK-1 background check.

For additional information/guides for Teacher Education go to <http://sites.uco.edu/ceps/tes/clinical/index.asp>

- A. Code of Ethics:** All students must sign and submit a Code of Ethics.
- B. Clinical Experience (CE) #1 Log Sheet:** Students **will not** be given a passing grade without having a signed/verified log sheet uploaded and submitted.
- C. Process of Submitting CE #1 Log Sheet for a Class Grade:**
1. Accurately record 15 CE #1 hours, using quarter hour time and have your mentor sign each visit.
 2. During EACH visit, document the "activity code" and the "student groups observed/interacted with).
 3. Once you complete your 15 hours of CE #1 and your mentor teacher has signed your log sheet, complete the top and bottom portions of the log sheet. Make a copy of the log sheet and give it to your mentor teacher. He/She will be asked to verify these hours in an online survey. Make another copy of the log sheet prior to submitting to your professor for a **verification stamp**. If log sheet is not verified by finals week, you must go to the 2nd floor department offices (Suite 206) Center for Transformative Learning building and have Ms. Jo Ann Morton, ESFR Department Administrative Assistant, count your hours and stamp verified on your log sheet. If you have 2 pages of clinical experience hours, be sure you have both pages of CE #1 log sheet hours verified before you scan into **ONE** document.
 4. Your professor will return your CE #1 log sheet to you stamped verified.
 5. After **scanning** the log sheet and **uploading** it to D2L, the TES office will assess that you have uploaded your verified CE #1 log sheet correctly and send a report to your professor, indicating that you have completed the process correctly **PRIOR TO FINALS WEEK**.

IF YOU DO NOT SUBMIT your CE #1 Log Sheet BEFORE FINALS WEEK THIS SEMESTER, YOU WILL RECEIVE A GRADE OF "I" for the course. In order to clear the "I" and receive a passing grade you must complete all of the steps 1, 2, 3, 4 and 5 listed above. After the TES office assesses your verified CE #1 hours log sheet, TES will notify your professor that you have completed the requirement, and your professor of record will submit a grade change to the department chair. The grade change form can take up to 3 weeks to process before your grade change is reflected on your transcript.

D. VISITING INTERNATIONAL STUDENTS

1. Visiting International students will be assigned a specially designed clinical experience #1. Check your email for more information that will be sent by a TES staff member.
2. Instead of submitting a CE1 Log Sheet, you will submit a reflection paper on the specially designed clinical experience and a reflection paper over the virtual video assignment to both your professors and EDU 207 prior to the end of the semester to receive a passing grade.