

***Athens State University***  
***College of Education***

## **Field Experience Verification Form**

### **Submission Directions:**

During the semester in which field experience placements are completed, students are required to submit the completed Verification Form into Blackboard and LiveText by the due date set by the Field Experience and Internship Office. The due date may be viewed on the College of Education website under the News and Announcement link.

### **Blackboard Directions:**

The Verification Form is located in Blackboard under each student's My Organizations, Field Experience / Component 1 / Verification Form. Completed Verification Forms are to be submitted to the Verification Form assignment link during the same semester that the field experience placement is completed.

### **LiveText Directions:**

Students are required to scan a copy of the completed Verification Form into LiveText and attach to the Field Experience area within the teacher candidate portfolio.

Students are encouraged to keep the original for their records.

The Field Experience and Internship Office will track and record each student's completed field experience days based on the completed Verification Forms submitted into Blackboard.

## **Field Experience Program (3 Components) – Totaling 28 days**

**Component 1 - Field Experience Days (22 days)**

**Component 2 – ED 302 Conference (3 days)**

**Component 3 – Instructor Led Field Experience Days (3 days)**

**Component 1 - Field Experience Days (22 days)**

Students submit an online field experience application to request placement for the 22 days of field experience.

- 10 day limit per semester
- 10 days must be completed prior to admission to the Teacher Education Program (TEP) (starting spring 2015)
- 12 additional days (total 22 days) must be completed prior to internship placement

Field Experience and Internship Office [Field.experience@athens.edu](mailto:Field.experience@athens.edu) 256-216-6620

**STUDENT INFORMATION**

NAME \_\_\_\_\_ I. D. NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

MAJOR \_\_\_\_\_ TERM \_\_\_\_\_ NUMBER of COMPLETED DAYS ON FORM \_\_\_\_\_

**ASSIGNED SCHOOL INFORMATION**

SYSTEM \_\_\_\_\_ SCHOOL \_\_\_\_\_

GRADE/SUBJECT \_\_\_\_\_ COOPERATING TEACHER \_\_\_\_\_

The signature of the cooperating teacher/s **verifies** the student completed the required amount of time in the classroom. Fall and Spring Semesters: Each day assigned equals **7 hours**, for example, 8:00 a.m. – 3:00 p.m.

Date	Time In	Time Out	Teacher's Signature