

EXPLANATION OF REQUIREMENTS FOR FIELD SPREADSHEET

The field requirement spreadsheet, which is maintained as an EXCEL document, is used for admission to student teaching. The purpose of the spreadsheet is to document:

1. **Quality** of field experiences prior to student teaching
 - a. Supervised field experiences by a licensed educator or college professor;
 - b. Participatory field experiences in which the candidate had instructional responsibilities; and
 - c. Location of field experiences in a classroom representing a potential student teaching placement.

2. **Quantity** of field experiences prior to student teaching
 - a. A minimum of 100 hours of which
 - 80 are participatory
 - 40 are in diverse schools¹; and
 - b. Minimum number of hours at the grade levels in which student teaching is anticipated.

All recorded field experiences on the Spreadsheet must also be documented on a **Field Evaluation and Verification (FEV) form**. Field experiences must be concurrent with a licensure course and verified by the course professor.

Field experience **spreadsheets are created using EXCEL** (instruction is provided in ECE/EED/SEC/SPE 200). The spreadsheets are submitted for review:

1. As a course requirement in 200
2. As part of Checkpoint #1 in 300
3. As part of the application for a student teaching placement
4. As part of Checkpoint #2 in 450

¹ In effect for student teachers in fall 2014