

Field Experience Log Instructions

- Your Field Experience Log is very important. It shows the time you have spent in the classroom as well as the diversity of your experiences.
- Your Field Experience Log is part of your electronic portfolio, and it is your responsibility to keep it up to date.
- Your field experience log will be assessed each time you have an interview with the faculty (at the entrance to the program, just prior to internship, and after internship). To be admitted to internship, you must have **150 hours** of field experience.

Below is an example of how to complete the Field Experience Log:

Date	School	Hours	Activity	Population Size	F/R Lunch %	Poverty Level	Title I	K-3 Grade	4-6 Grade	6-9 Grade	10-12 Grade	Ages 21-up	Gen Ed	Ex Ed	EL	Private	Public	Non-Profit	Notes
9/12/19	Adamsville Elementary	10	Observation	Rural	80.5%	High Poverty	X		X				X		X		X		5 th grade Math

You will enter:

- The month and year of your experience in column 1
- The location of your experience in column 2
- The amount of time spent observing or working with children in column 3
- The activity you were participating in while at the school in recorded in column 4. These activities include observation, assisting, coteaching, and teaching.
- The population size is recorded in column 5. The population size is documented by either urban, suburban, or rural.
- The free and reduced lunch percentage is recorded in column 6. This information is available in the education offices and can be found online.
- Poverty level is recorded in column 7. BSC uses **the National Center for Education Statistics** (https://nces.ed.gov/programs/coe/indicator_clb.asp) was used to determine the diversity of placements. The following designations should be used. This information is also available in the education offices and can be found online.

- High-poverty schools- more than 75% of students are eligible for free or reduced-price lunch
- Mid-High poverty schools- 50.1% to 75% of students are eligible for free or reduced-price lunch
- Mid-low poverty schools- 25.1 to 50% of the students are eligible for free or reduced-price lunch
- Low-poverty schools- 25% or less of students are eligible for free or reduced-price lunch

Source: U.S. Department of Education, National Center for Education Statistics, Common Core of Data (CCD), "Public Elementary/Secondary School Universe Survey," 2016–17. See Digest of Education Statistics 2018, [table 216.60](#).

- Columns 8-19 require only an "X" or checkmark.
 - "Lower E" = grades K-3
 - "Upper E" = grades 4-6
 - "Middle" = grades 6-9
 - "High School" = grades 10-12
 - Indicate whether you were in a regular education, or a special education classroom. Indicate if a significant number of students were English Learners and accommodations were made for these students. Indicate whether the organization were private, public, or non-profit.
- Column 20 is for any specific notes about your time in the classroom. For example, if it was a math class or a STEAM school, you record it here.

For secondary candidates, there is an additional worksheet (Secondary Academic Log) you need to complete. It is specific to your content area. For instance, secondary math candidates should have a variety of experiences in academic areas including algebra, trig, geometry, statistics, and calculus. Make sure that during your time in the classroom, you have experiences in each academic area you might teach.