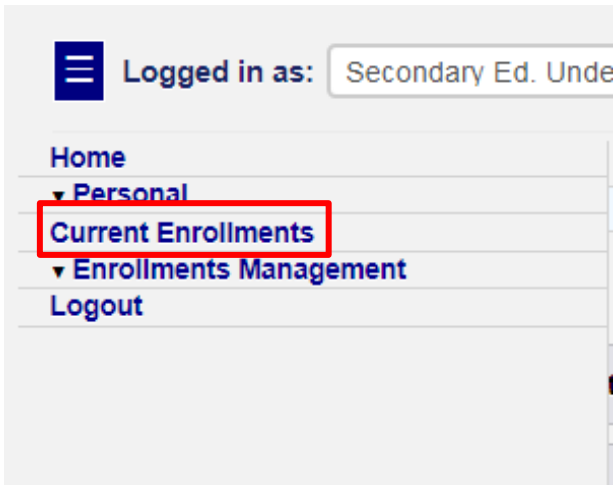


EDEC 304 Field Experience Timesheet

All EDEC 304 students will be required to log field experience hours in the School of Education Assessment System. It is recommended that students add hours in the assessment system throughout the semester instead of waiting until the end to ensure an accurate record of field placement hours. Course instructors will need to log in to the assessment system to confirm these hours. It is also recommended that course instructors confirm hours throughout the semester. Below are steps for **students** on how to successfully log field placement hours in the assessment system.

Students: Steps for logging field placement hours in the Assessment System



Log into the SOE Assessment System.

<https://olemiss.edu/depts/education/assessment/login.php>

Click “Current Enrollments” in the Navigation Menu.

The screenshot shows the 'Your Current Enrollments' page. At the top, it says 'Logged in as: Secondary Ed. Undergraduate Student' and 'Change Role'. Below that is a message: 'Email assess@olemiss.edu if you encounter any issues or if you have any questions.' The main heading is 'Your Current Enrollments' and it says 'Showing enrollments for Fall 2018 semester.' Below this is a table with one enrollment listed:

You are current enrolled in 1 enrollment		EDEC 304
Fall 2018 (2018-2019)		Section 1 Oxford
Stacy Niemeyer	Faculty/University Supervisor	N/A
View Details		Enter Data (highlighted with a red box)

On your “Current Enrollments” page your EDEC 304 course section should be listed. Click “Enter Data” for EDEC 304.

Placement Information

Clinical Instructor:	Nicole Roberson
Clinical Instructor Role:	K-12 Clinical Instructor
Site:	Oxford High
Type:	School

[View Clinical Instructor Info](#)
[View Site Details](#)

Assessment Instruments

Field Experience Timesheet	Submit
CEI Revised 2018	Submit

Enrollment Evaluations are not submitted for this enrollment.

On the “Enter Data for Enrollment Page” scroll down to the heading “Assessment Instruments,” and click the “Submit” button to the right of “Field Experience Timesheet.”

Assessment Instrument

Field Experience Timesheet

Enrollment Information:
 Fall 2018 - METP 201 - Section 1 Oxford

Personnel Information:
 Stacy Niemeier - Faculty/University Supervisor
 [Redacted] - Secondary Ed. Undergraduate Student
 B.A.Ed. in Secondary Education - Science General

Placement Information:
 Nicole Roberson - K-12 Clinical Instructor
 Oxford High

Submission By: Alysia Blomberg (Secondary Ed. Undergraduate Student)

Instructions
Please submit the correct hours.

Submit Your Hours

Date:

Start Time:

End Time:

Hours Type:
Standard

[Add Hours](#)

On the “Field Experience Timesheet” page, scroll down to the heading “Submit Your Hours.” Enter the Date, Start Time, and End Time for every set of field placement hours accumulated. Click “Add Hours” to submit the field placement hours. Students should continue to complete this same process every time they add hours. Field placement hours will begin to record at the bottom of the timesheet.