## **EDRD 355 Field Experience Timesheet**

All EDRD 355 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. EDRD 355 instructors will need to log in to the assessment system to confirm these hours. It is also recommended that clinical 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

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Email asses	Change Role @olemiss.edu if you encounter any issues or if you have any	juestions.
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On your "Current Enrollments" page your EDRD 355 course section should be listed. Click "Enter Data" for EDRD 355.

Placement Information		
Clinical Instructor:	Nicole Roberson	
Clinical Instructor Role:	K-12 Clinical Instructor	
Site:	Oxford High	
Туре:	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."

Field Experience Timesheet   Enrolment Information: Faita 2018. JUETP 2018. JuetTP	
Fat 2018 - METP 201 - Section 1 Oxford     Personnel Information:   Stary Niemerer:   BAEd. In Sectional / Ed. Undergraduate Student   BAEd. In Sectional / Ed. Undergraduate Student   Nicele Roberson - K-12 Clinical Instructor   Oxford High   submission By: Allysa Blomberg (Secondary Ed. Undergraduate Student)   Interformation:   are:   ate:   tat Time:	
Personnel Information: Stary Nimmer: FacultyUniversity Supervisor Secondary Ed. Undergraduate Student B.A.Ed. In Secondary Ed. Undergraduate Student B.A.Ed. In Secondary Ed. Undergraduate Student Nicole Roberson - K12 Clinical Instructor Oxford Hgin Submission By: Allysa Blomberg (Secondary Ed. Undergraduate Student) tructions asses Learner the consert hours atte: tart Time:	
Stary Niemper - Faculty/University Supervisor         Genoraty Ed. Undergraduate Student         B.A.E.R. In Secondary Ed. Undergraduate Student         B.A.E.R. In Secondary Ed. Undergraduate Student         Nicole Roberson - K-12 Clinical Instructor         Oxford High         Submission By: Allyss Blomberg (Secondary Ed. Undergraduate Student)         Instructions         asses Educt the compet hours         ate:         tart Time:	
B.A.Ed. In Secondary Education - Science General  Placement Information: Nicole Roberson - K-12 Clinical Instructor Oxford High  Submission By: Allysa Blomberg (Secondary Ed. Undergraduate Student)  Irructions asse ELows the comed hour.  ate: tart Time:	
Nicole Roberson - K-12 Clinical Instructor Oxford High Submission By: Aliysa Blomberg (Secondary Ed. Undergraduate Student) Asses Lonit Bie comet Incus. Anti Your Hours Ate: Ate:	
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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.