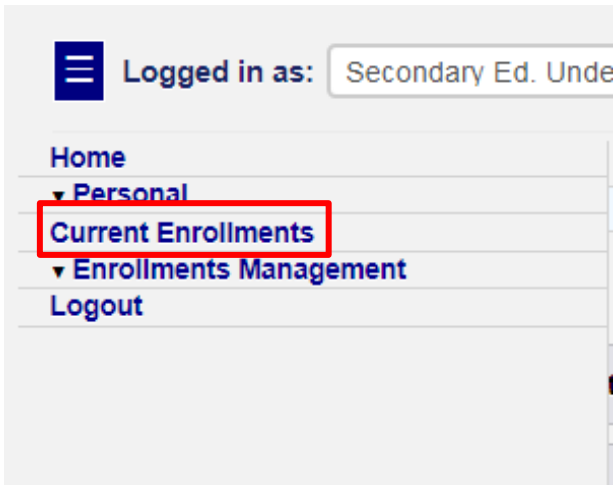# EDRD 355 Field Experience Timesheet

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. 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.

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
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 Niemeyer - Faculty/University Supervisor
▮▮▮▮▮▮▮▮ Secondary Ed. Undergraduate Student
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)

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.