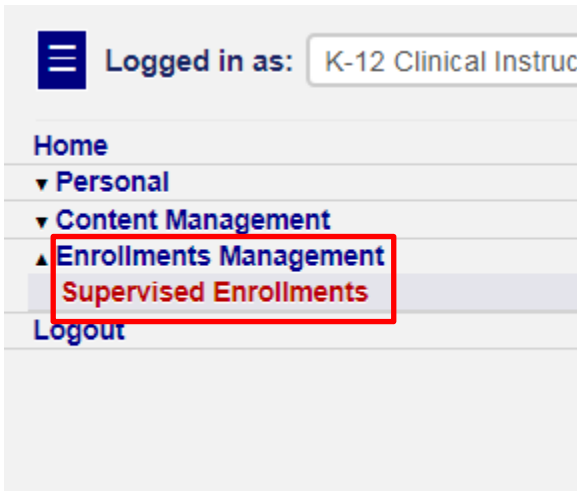# METP Field Experience Timesheet

All METP students will be required to log placement 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. Clinical 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 **clinical instructors** on how to successfully confirm field placement hours in the assessment system.

Clinical Instructors: Steps for confirming field placement hours in the Assessment System

Log into the SOE Assessment System.
https://olemiss.edu/depts/education/assessment/login.php

Click "Enrollments Management" in the Navigation Menu.

Next, click "Supervised Enrollments" from the drop down menu.

On your "Supervised Enrollment Courses" page an METP section section should be listed. Click "View Roll" for METP.

On the following page, "Supervised Enrollment Course Roll," find the student whose hours you are confirming. Click "Enter Data" in the box with their name listed.

Placement Information

Clinical Instructor:	Sara ▮▮
Clinical Instructor Role:	K-12 Clinical Instructor
Site:	Lafayette High
Type:	School
View Clinical Instructor Info	
View Site Details	

Assessment Instruments

Math TIAI-B	**Submit**
Science TIAI-B	**Submit**
Social Studies TIAI-B	**Submit**
Field Experience Timesheet	**Submit**

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 - EDSE 400 - Section 4 Oxford

Personnel Information:
Rosemary Ingham - Coordinator
Luke ▮▮▮▮▮ - Secondary Ed. Undergraduate Student

Placement Information:
Sara ▮▮ - K-12 Clinical Instructor
Lafayette High

Evaluation By: Sara ▮▮ K-12 Clinical Instructor) for Luke ▮▮ (▮▮▮▮)

Instructions

Please submit the correct hours.

The top of the "Field Experience Timesheet" page will list the Enrollment, Personnel, and Placement information for the student.

Review Hours

Date	Start Time	End Time	Total Hours	Type	Status		
2018-08-22	01:45 PM	03:45 PM	2.00	Standard	Confirmed	Confirm	Doubt
2018-08-29	01:45 PM	03:45 PM	2.00	Standard	Confirmed	Confirm	Doubt
2018-09-13	10:45 AM	03:15 PM	4.50	Standard	Confirmed	Confirm	Doubt
2018-09-19	10:45 AM	03:15 PM	4.50	Standard	Confirmed	Confirm	Doubt
2018-09-24	10:45 AM	03:15 PM	4.50	Standard	Confirmed	Confirm	Doubt
2018-10-17	10:45 AM	02:15 PM	3.50	Standard	Confirmed	Confirm	Doubt
2018-10-25	10:45 AM	02:15 PM	3.50	Standard	Doubt	Confirm	Doubt
2018-11-07	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-08	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-13	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-14	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-16	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt
2018-11-26	10:45 AM	02:15 PM	3.50	Standard	Pending	Confirm	Doubt

Scroll down the "Field Experience Timesheet" page to the heading "Review Hours."

All field placement hours that the student has logged into the assessment system will be listed.

To confirm a set of hours click "Confirm." If you believe the hours logged are inaccurate click "Doubt."

Hours that have yet to be verified by the clinical instructor will be listed as "Pending" and will not be highlighted. Hours that have been confirmed will be highlighted green. Hours that have been doubted will be highlighted red.