DEPARTMENT OF ADVANCED STUDIES AND INNOVATION
COLLEGE OF EDUCATION
AUGUSTA UNIVERSITY

GRADUATE FIELD EXPERIENCE DOCUMENTATION
for M.ED. & ED.S. STUDENTS (employed as teachers)

Name:_______________________________________ University ID#:__________________________________________

Graduate Program:__________________________ M.Ed. or Ed.S. :________________________________________________

AU Email:____________________________________ Sem/Year Admitted to Program:____________________________

Name of School Where Employed:_______________________________________________________________________

Grade Level(s) Taught:__________________________ Content Area(s):__________________________________________

Guidelines:

- Students must complete 60 hours of field experience by their end of the program.
- A portion of the field experience can be completed in the candidate’s classroom if the candidate is teaching.
- Veteran teachers must attach a copy of their last annual evaluation. If this is your first year as a teacher, you must attach a copy of the most recent classroom evaluation.
- Individuals who earn a M.Ed. or Ed.S. in Curriculum and Instruction are eligible for a P-12 certificate upgrade. Consequently, you are required to complete field experiences working with children in the following grade levels: P-2, 3-5, 6-8, and 9-12. It is your responsibility to document your engagement in these field experiences, as well as the diversity of those experiences, and provide verification of both by submitting a completed Graduate Field Experience Documentation Form (see next page) to the field experiences coordinator prior to the conclusion of your program.
- Completion of this form serves as documentation of full-time employment. A confirmation of completion of field experience requirements will be returned to you.

Principal’s Approval: I certify that the person named above is a full-time employee in my school. I understand that they need to be observed during their degree program. These observations can be performed by administrators or peers. I understand that if any problems arise, I need to immediately contact Augusta University’s Field Experience Coordinator.

Principal Signature:__________________________ Principal Printed Name:______________________________

Date:______________

Student’s Approval: I attest that this information is true and accurate. I also understand that if, for any reason, my employment is changed or terminated, it is my responsibility to inform the Field Experience Coordinator immediately.

Student Signature:____________________________ Student Printed Name:______________________________

Date: ______________

Versions: 08/18/15; 06/22/16
**DEPARTMENT OF ADVANCED STUDIES AND INNOVATION**  
**COLLEGE OF EDUCATION**  
**AUGUSTA UNIVERSITY**

**GRADUATE FIELD EXPERIENCE DOCUMENTATION FORM**
*(This form must be completed by all students admitted to programs fall 2012 or later)*

Name:__________________________________________  
University ID#:____________________________________

AU Email:________________________________________  
Certification Field:____________________________________

M.Ed. or Ed.S.:________  
Sem/Year Admitted to Program:________________________

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<tr>
<th>Field Experience Location</th>
<th>Start Date/End Date</th>
<th>Grade Levels</th>
<th># of Hours</th>
<th>Diverse Experiences</th>
<th>Administrator’s Printed Name, Signature, &amp; Certification ID</th>
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1 Candidates are required to complete field experiences working with children in the following grade levels: P-2, 3-5, 6-8, and 9-12. You must complete a total of 60 hours prior to the completion of your field experience.

2 This form must be submitted to the field experiences coordinator by midterm of the final semester of your program.

3 Diverse experiences can include experiences working with a variety of students including gifted, special needs, inclusion, ESOL, minority populations, etc.

Versions: 08/18/15; 06/22/16