

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: _____

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GRADUATE FIELD EXPERIENCE DOCUMENTATION FORM^{1 2}
(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: _____

Field Experience Location	Start Date/End Date	Grade Levels	# of Hours	Diverse Experiences ³	Administrator's Printed Name, Signature, & Certification ID
					Name: _____ Signature: _____ Certification ID#: _____
					Name: _____ Signature: _____ Certification ID#: _____
					Name: _____ Signature: _____ Certification ID#: _____
					Name: _____ Signature: _____ Certification ID#: _____

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.