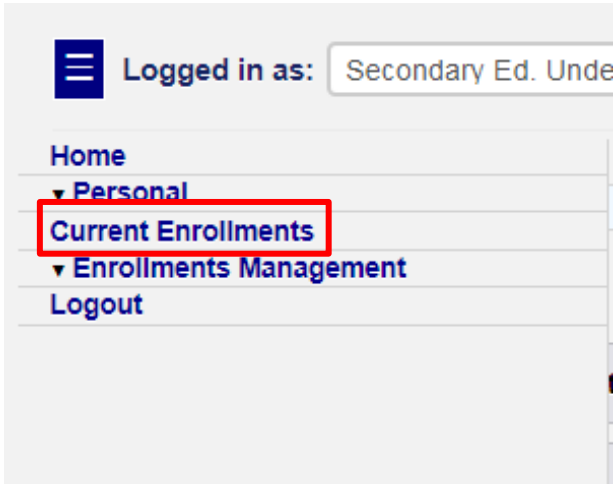


# Field Experience Timesheet Guide

All junior teacher education candidates will be required to log placement hours in the School of Education Assessment System. Hours will need to be logged on a separate timesheet for each placement course. 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 **students** on how to successfully log field placement hours in the assessment system.

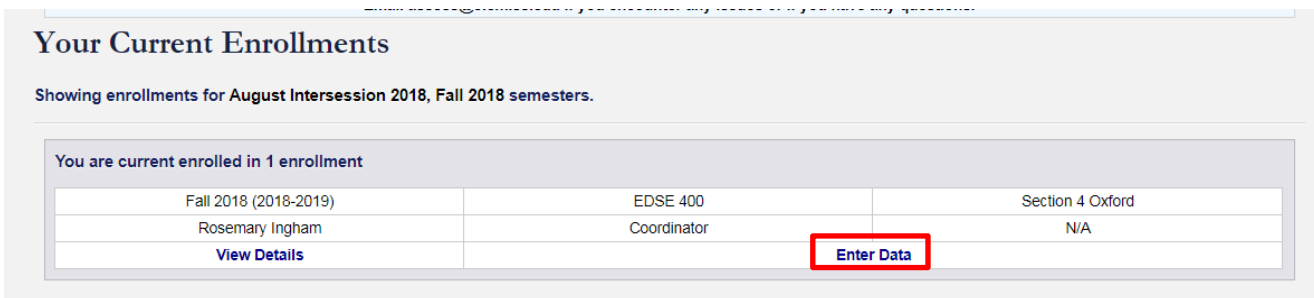
## Students: Steps for logging field placement hours in the Assessment System



Log into the SOE Assessment System.

<http://education.olemiss.edu/assessment/home.php>

Click “Current Enrollments” in the Navigation Menu.



On your “Current Enrollments” page your placement courses should be listed. Every candidate should see EDCI 353 listed. If a candidate is enrolled in EDRD 400, EDSP 407, EDSP 410, EDSP 317 or METP 302 those course should also be listed Click “Enter Data” to log hours for each course. Refer to the course syllabi to ensure you are logging in the correct amount of hours for each course.

**Placement Information**

<b>Clinical Instructor:</b>	Sara Irby
<b>Clinical Instructor Role:</b>	K-12 Clinical Instructor
<b>Site:</b>	Lafayette High
<b>Type:</b>	School

[View Clinical Instructor Info](#)  
[View Site Details](#)

---

**Assessment Instruments**

Field Experience Timesheet	<b>Submit</b>
----------------------------	---------------

**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**

**Enrollment Information:**  
Fall 2018 - EDSE 400 - Section 4 Oxford

**Personnel Information:**  
Rosemary Ingham - Coordinator  
Luke Lee(UID5b6211c68a91a) - Secondary Ed. Undergraduate Student

**Placement Information:**  
Sara Irby - K-12 Clinical Instructor  
Lafayette High

**Submission By:** Luke Lee (Secondary Ed. Undergraduate Student)

---

**Instructions**  
Please submit the correct hours.

**Submit Your Hours**

**Date:**  
10/17/2018

**Start Time:**  
08:35 AM

**End Time:**  
02:20 PM

**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.**