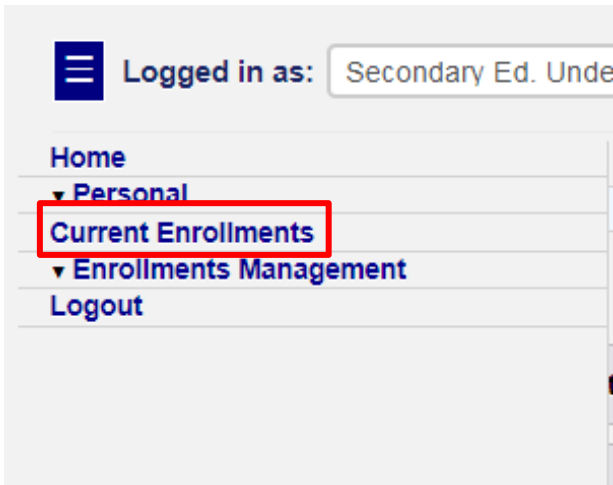


# EDEC 304 Field Experience Timesheet

All EDEC 304 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.

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

Click “Current Enrollments” in the Navigation Menu.

A screenshot of the 'Your Current Enrollments' page. The user is logged in as 'Secondary Ed. Undergraduate Student'. The page shows a table of current enrollments for the Fall 2018 semester. The table has three columns: Enrollment Term, Faculty/University Supervisor, and Section. The enrollment is for 'Fall 2018 (2018-2019)' with supervisor 'Stacy Niemeyer' and section 'Section 1 Oxford'. The 'Enter Data' button is highlighted with a red box.

You are current enrolled in 1 enrollment		
Fall 2018 (2018-2019)	EDEC 304	Section 1 Oxford
Stacy Niemeyer	Faculty/University Supervisor	N/A
<a href="#">View Details</a>		<a href="#">Enter Data</a>

On your “Current Enrollments” page your EDEC 304 course section should be listed. Click “Enter Data” for EDEC 304.

**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](#)

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**Assessment Instruments**

Field Experience Timesheet	<a href="#">Submit</a>
CEI Revised 2018	<a href="#">Submit</a>

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 Nimmerger - Faculty/University Supervisor  
 [Redacted] - 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)

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**Instructions**  
Please submit the correct hours.

**Submit Your Hours**

Date:

Start Time:

End Time:

Hours Type:

[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.**