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**

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

Log into the SOE Assessment System.
[http://education.olemiss.edu/assessment/home.php](http://education.olemiss.edu/assessment/home.php)

Click “Current Enrollments” in the Navigation Menu.
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.”

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.