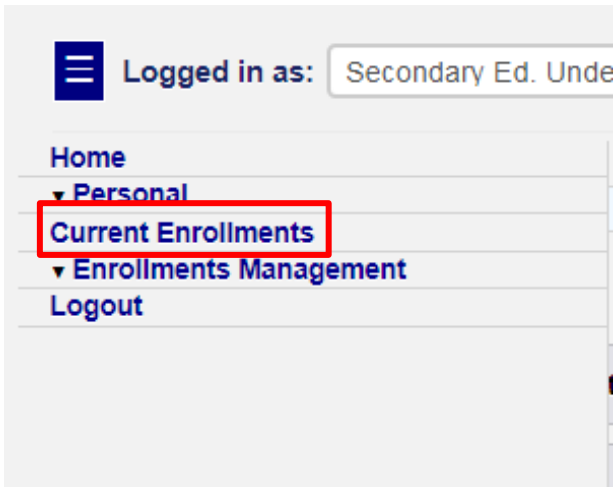


# METP Field Experience Timesheet

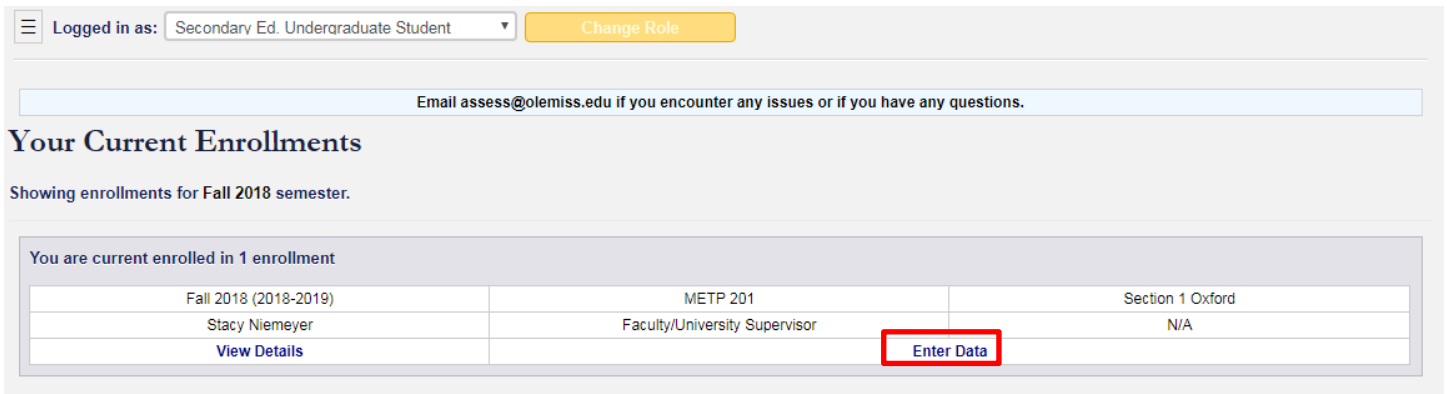
All METP 101, 102, 201, 202, and 301 students will be required to log placement hours in the School of Education Assessment System. It is recommended that students add hours in the assessment system throughout the semester instead of waiting until the end to ensure an accurate record of field placement hours. 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 METP course section should be listed. Click “Enter Data” for METP 101, 102, 201, 202, or 301.

**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 Niemeier - 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: Alysia 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.**