

Special Education Field Experience Documentation

Note: These directions apply to ALL Special Education (SPED) courses

Document attendance:

1. Log into MyASU
2. Click the **Elroy** tab
3. Click the **Personal Information** item
4. Click the **Education Field Experience Attendance Form** item
5. Choose course to document attendance hours(*Courses are listed in drop down box*)
 - a) *Pick a course*
*IMPORTANT-See classes listed below for breakdown of lab hours per course and/or semester. If the program requires per course then enter the minimum required for that course.
 - b) *Click Submit*
 - c) *Enter information (See example below on how to enter data correctly)*
 - d) *Put in minimum number of lab hours per course*
 - e) ***Per Course**-All the courses' lab hours totaled together must meet the minimum required lab hours for that particular semester depending on the number of classes you took that required lab hours. ALL SPED COURSES REQUIRE 30 HOURS*
6. Fill in the form and click **Save**
*When you first log in you will see a one page document. When the document is full, save it and then log back in to see your previous entry and it will automatically add more lines to your form. (*You can log into this site to update the attendance information as often as you would like in the current semester to maintain an accurate up to date record. Each semester will start over with the new classes you have signed up for. Remember that the ASU Field Experience Coordinator will verify your attendance.*)
7. Enter back into **Elroy** and begin the process again to add lab hours for another course.
8. **Enter the information in the correct format or the data will not save.**

EXAMPLE:

<u>Date</u>	<u>Time-In</u>	<u>Time-Out</u>	<u>Daily Total</u>	<u>Notes</u>
MM/DD/YYYY	HH:MM AM/PM	HH:MM AM/PM	*convert	**drop down box
08/05/2010	07:50 AM	03:35 PM	7.75	

*Type in your **Date**, **Time- In** and **Time- Out** and then total the hours and minutes. Then convert the minutes to decimals and enter the data in the **Daily Total** column. Use the chart below to help you convert your minutes to decimals to document your attendance. For example, if you were in attendance at the school for 8 hours and 15 minutes then you enter 08.25.

** The *Notes* column has a drop down box when you need to designate a furlough, absent, tardy, school closing (weather delay), school related event, make-up tardy, make-up absence, study abroad, etc.

9. Use the chart below to help you convert your minutes to decimals to document on your attendance page (*minutes divided by 60*)

Minute to Decimal Conversion	
Minutes	Decimals
5	0.08
10	0.17
15	0.25
20	0.33
25	0.42
30	0.5
35	0.58
40	0.67
45	0.75
50	0.83
55	0.92

**10. Field Experience Hours will be documented Per Course.
Field Experience: Lab Hours per course, (example- SPED)**

Instructions: Students have to enter hours for each course they are enrolled in even if the placement is at the same school. For example, if a student is signed up for SPED 6001 and SPED 6003 the same semester then that student should have a total of 60 hours with 30 listed for each course. The dates/times listed for each course should be different. If a student lists 8/20/11 from 8am-11am for SPED 6001 then this

date/time should not be listed for any other course. Instead either a separate date/time should be entered or if the students stayed later than 11am then the time starting at 11am until the time the student left the school could be entered for a different course.

****Please note that not all of the required minimum hours for field experience are satisfied through per course programs. Remember...ALL COURSE REQUIRE 30 HOURS OF FIELD EXPERIENCE***

B.S. in Education with a Major in Special Education: General Curriculum

Track attendance per course.

*****Note the EDUC courses have 20 hours whereas SPED courses require 30 hours of field experience*****

EDUC 2110 Contemporary Issues in Education (20 hours)

EDUC 2120 Perspectives on Diversity (20 hours)

EDUC 2130 Exploring Learning and Teaching (20 hours)

SPED 4003 Classroom Management (30 hours)

SPED 3110 Characteristics of Students with Mild Disabilities (30 hours)

SPED 3001 Policies & Procedures in Special Education (30 hours)

SPED 4002 Instructional Strategies for Teaching Students w/ Disabilities in General Education Settings (30 hours)

SPED 4120 Methods and Materials of Students with Mild Disabilities (30 hours)

SPED 3006 Language Development and Communication Disorders (30 hours)

SPED 4007 Literacy Fundamentals (30 hours)

SPED 3003 Educational Assessment (30 hours)

SPED 3005 Effective Learning Environments (30 hours)

SPED 4004 Collaboration and Curriculum (30 hours)

SPED 4005 Family Literacy (30 hours)

SPED Elective 3000 Level- 2 courses (30 hours per class, total 60 hours)

SPED 4008 Diagnosing and Prescribing (P-12) (30 hours)

SPED 4491 Apprenticeship (680 hours)

Minimum # of Total Hours: 1160

Graduate MAT Initial Certification

Track attendance per course.

SPED 4002 Special Ed (30 hours) (This is part of the 270 field experience hours.)

Professional Core: 15 semester hours

EDUC 6140 Advanced Educational Psychology

EDTD 6364 Integrated Curriculum Models of Teaching

MATH 5241 Understanding Numbers and Operations

SPED 6013 Internship in Special Education (600 hours)

Special Education Core: 18 semester hours

SPED 6001 Policies and Procedures in Special Education (30 hours) (This is part of the 270 field experience hours.)
 SPED 6003 Classroom Management and Applied Behavior Analysis (30 hours) (Part of the 270 field experience hours.)
 SPED 6004 Facilitating Inclusive Instruction (30 hours) (This is part of the 270 field experience hours.)
 SPED 6006 Educational Assessment in Special Education (30 hours) (This is part of the 270 field experience hours.)
 SPED 6007 or SPED 6008 Literacy Fundamentals (30 hours) (This is part of the 270 field experience hours.)
 SPED 6011 Language Development and Communication Disorders (30 hours) (Part of the 270 field experience hours.)

Special Education Concentration: 6 semester hours

***Candidates complete EITHER SPED 6009 and SPED 6010 OR SPED 6014 and SPED 6015:**

SPED 6009 Characteristics of Students with Mild Disabilities (30 hours) (This is part of the 270 field experience hours.)
 SPED 6010 Methods of Teaching Students with Mild Disabilities (30 hours) (Part of the 270 field experience hours.)

OR

SPED 6014 Characteristics of Students with Severe Disabilities (30 hours) (This is part of the 270 field experience hours.)
 SPED 6015 Methods of Teaching Students with Severe Disabilities (30 hours) (Part of the 270 field experience hours.)

Other Program Requirements:

Successful Completion of E-Portfolio
 Completion of 270 field experience hours prior to Practicum

Minimum # of Total Hours: 870

(Includes 30 hours for SPED 4002 and 240 hours for classes noted above for a total of 270 hours.)

Master of Education (M.Ed.) in Special Education

Track attendance per course.

Professional Core:

EDUC 6140 Advanced Educational Psychology
 EDUC 6021 Introduction to Educational Research
 EDUC 6040 Tests and Measurement
 SPED 6204 Single Subject Research with Special Populations
 SPED 6205 Capstone in Special Education (30 hours)

Special Education Core:

SPED 6001 Policies and Procedures in Special Education (30 hours)
 SPED 6003 Classroom Management and Applied Behavior Analysis (30 hours)
 SPED 6004 Facilitating Inclusive Instruction (30 hours)
 SPED 6006 Educational Assessment in Special Education (30 hours)
 SPED 6011 Language Development and Communication Disorders (30 hours)

Special Education Concentration:

6 semester hours Candidates complete either SPED 6009 and SPED 6010 or SPED 6014 and SPED 6015.

SPED 6009 Characteristics of Students with Mild Disabilities (30 hours)
 SPED 6010 Methods of Teaching Students with Mild Disabilities (30 hours)

OR

SPED 6014 Characteristics of Students with Severe Disabilities (30 hours)
 SPED 6015 Methods of Teaching Students with Severe Disabilities (30 hours)

Other Program Requirements:

Completion of 240 field experience hours for classes noted above prior to graduation

Minimum # of Total Hours: 240

