

Attendance Documentation Directions for Graduate Field Experience Hours (M.Ed.)

Master of Education (M.Ed)

* Time documentation is only necessary if not employed as a full time classroom teacher.

* Time must be spent with certification age

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. If the program requires hours by semester then pick a course you are enrolled in that semester and enter the total hours attained that semester. Check list of courses under each degree program to ascertain if it requires hours per course or per semester.

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, or put in total number of lab hours per semester, if that is what the program asks for in the list below.*

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.

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> MM/DD/YYYY	<u>Time-In</u> HH:MM AM/PM	<u>Time-Out</u> HH:MM AM/PM	<u>Daily Total</u> *convert	<u>Notes</u> **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. Graduate Field Experience Hours will be documented in one of several ways below depending on the program and course. See instructions and list of classes and programs to determine how you will document your attendance:

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.*

Field Experience: Lab Hours per semester:

M.Ed. and Ed.S. Candidates will be required to complete a **minimum of 300 hours** of field experience prior to graduation. See below.

***Instructions:** Students have to enter hours for each semester that they complete field experience hours toward their 300 hours. This is for current field experience hours gained as you progress through the program. Hours may be completed in candidate's classroom if currently teaching.* Time documentation is only necessary if not employed as a full time classroom teacher.*

****Field Experience: Lab Hours & Assignments for Counseling and Educational Leadership degrees will be documented in a different format in LiveText. Instructors in the corresponding departments will explain the process in their respective classes.***



Master of Education
M.Ed.

Master of Education (M.Ed.) in Curriculum and Instruction
General Education Track Program

****Track attendance per semester.****

EDTD 6491 Classroom Management

EDTD _____ Content Pedagogy ** (Area of content teaching)

(**EDTD 6121 Research in Language Arts, EDTD 6131 Research in Social Studies,
EDTD 6141 Research in Mathematics, EDTD 6151/EDTD 6251 Science Education)

EDTD 6432 Multicultural Education

A Research Course (EDTD 6012 or EDUC 6021)

An Assessment Course: (EDTD 6381 or EDUC 6040)

*EDTD 6410 Teaching for Understanding in Action

Concentration courses may come from Arts and Sciences or the College of Education.

Concentration/Electives Area – 18sh

Other Program Requirements:

Successful Completion of Masters E-Portfolio

Completion of 300 field experience hours prior to graduation

Minimum # of Total Hours: 300

Master of Education (M.Ed.) in Curriculum and Instruction
Secondary English Education Track

****Track attendance per semester.****

EDTD 6491 Classroom Management

EDTD 6432 Multicultural Education

A Research Course (EDTD 6012 or EDUC 6021)

An Assessment Course: (EDTD 6381 or EDUC 6040)

EDTD 6121 Research in Language Arts

*EDTD 6410 Teaching for Understanding in Action

Concentration/Electives – 18sh - Content Courses in English

ENGL 6620 English Linguistics

ENGL 6625 Contemporary English Grammar

ENGL 6800 Issues in Literary Criticism

Select two courses in literature chosen, with approval of an advisor.

Select one 7000 level research course in English

Other Program Requirements:

Successful Completion of Masters E-Portfolio

Completion of 300 field experience hours prior to graduation

Minimum # of Total Hours: 300

Master of Education (M.Ed.) in Curriculum and Instruction *Secondary Mathematics Education*

****Track attendance per semester.****

EDTD 6491 Classroom Management
EDTD 6432 Multicultural Education
A Research Course (EDTD 6012 or EDUC 6021)
An Assessment Course: (EDTD 6381 or EDUC 6040)
EDTD 6141 Research in Mathematics
*EDTD 6410 Teaching for Understanding in Action

Concentration/Electives – 18sh - Select at least one course from each area below.

Foundational Mathematics
MATH 6080, MATH 6410, MATH 6250
Analytical Mathematics
MATH 6011, MATH 6012, MATH 6250, MATH 6350, MATH 6510
Discrete Mathematics
MATH 6211, MATH 6212, MATH 6320, MATH 6420
Mathematics Curriculum & Instruction
MATH 6360, MATH 6460, MATH 6800

Other Program Requirements:

Successful Completion of Masters E-Portfolio

Completion of 300 field experience hours prior to graduation

Minimum # of Total Hours: 300

Master of Education (M.Ed.) in Curriculum and Instruction *Secondary History Education*

****Track attendance per semester.****

EDTD 6491 Classroom Management
EDTD 6432 Multicultural Education
A Research Course (EDTD 6012 or EDUC 6021)
An Assessment Course: (EDTD 6381 or EDUC 6040)
EDTD 6131 Research in Social Studies
*EDTD 6410 Teaching for Understanding in Action -

Concentration/Electives – 18sh - Content Courses in History

Other Program Requirements:

Successful Completion of Masters E-Portfolio

Completion of 300 field experience hours prior to graduation

Minimum # of Total Hours: 300

Master of Science (M.S.) in Kinesiology

****DO NOT Track attendance.****

No field experience hours are required for this degree because students who seek this degree are already teachers and are getting their degree in the area of specialization for professional pay or they are not teachers and don't take education classes.

36 Hours Required for Degree

Research Core Requirement (3 hrs):

EDUC 6021 Intro to Ed Research

Program Area Requirements (18 hrs):

KNHS 6411 Motor Learning
 KNHS 6413 Adv. Meas. & Eval.
 KNHS 6333 Program Design (Teachers) **OR** KNHS 6430 Adv. Health/Wellness(Non Teachers)
 KNHS 6334 Methods of Presentation
 KNHS 6339 Trends & Issues
 KNHS 6311 Adv. Behavioral Fit.

APPROVED electives in area of concentration (15 hrs):

Master of Education (M.Ed.) in Counselor Education School Counseling Concentration

***This program requires attendance and assignments to be documented in LiveText.
 Instructors in this program will inform candidate how to document this information.**

Total credit hours for the degree 48

M.Ed. Counseling Core Courses (27 hours)

COUN 6620 Human Development for Counselors
 COUN 6630 Professional Orientation and Ethics
 COUN 6660 Communication Skills in Counseling
 COUN 6680 Theories & Techniques of Counseling
 COUN 6720 Career Development Theories and Practice
 COUN 6760 Diversity Sensitivity in Counseling
 COUN 6770 Crisis Intervention Counseling
 PSYC 6147 Seminar in Group Process
 COUN 6880 Counseling Practicum (**100 hours**)

M.Ed. Foundation Courses (6 hours)

EDUC 6021 Introduction to Educational Research
 EDUC 6040 Tests & Measurements for Education

M.Ed. School Counseling Specialized Courses (15 hours)

COUN 6780 School Counseling
 COUN 6820 Administration and Consultation
 COUN 6860 Counseling Children and Adolescents
 COUN 6900 Counseling Internship I (**300 hours**)
 COUN 6920 Counseling Internship II (Capstone) (**300 hours**)

Master of Education (M.Ed.) in Counselor Education Clinical Mental Health Counseling Concentration

***This program requires attendance and assignments to be documented in LiveText.
 Instructors in this program will inform candidate how to document this information.**

Total credit hours for the degree 60

Core Courses 27

COUN 6620 Human Development for Counselors
 COUN 6630 Professional Orientation and Ethics
 COUN 6660 Communication Skills in Counseling
 COUN 6680 Theories and Techniques of Counseling

COUN 6720 Career Development Theories and Practice
 COUN 6760 Diversity Sensitivity in Counseling
 COUN 6770 Crisis Intervention Counseling
 PSYC 6147 Seminar in Group Process
 COUN 6890 Practicum in Clinical Mental Health Counseling (**100 hours**)

Foundation Courses 6

EDUC 6021 Introduction to Research Design
 PSYC 6125 or EDUC 6040 Tests and Measurement
Clinical Mental Health Counseling Specialized Courses 21

COUN 6700 Marriage and Family Counseling
 COUN 6790 Community Counseling
 COUN 6800 Assessment, Diagnosis, and Intervention
 COUN 6840 Introduction to Addictions Counseling
 COUN 6850 Treatment Planning in CMHC (pre-prac)
 COUN 6910 Internship I in CMHC (**300 hours**)
 COUN 6930 Internship II in CMHC (Capstone) (**300 hours**)
 CMHC Electives - Select one in collaboration with Advisor
 COUN 6860 Counseling Children and Adolescents
 COUN 6870 Gender Issues in Counseling
 COUN 6950 Special Topics in Counseling
 PSYC 6182 Clin. and Addictive Psychopharmacology
 PSYC 6143 Behavior Pathology

Master of Education (M.Ed.) in *Educational Leadership*

***This program requires attendance and assignments to be documented in LiveText.
 Instructors in this program will inform candidate how to document this information.**

This is a **36 semester hour degree program**. Courses in the M.Ed. with a Major in Educational Leadership include:

EDLR 6205 Capstone Course
 EDLR 6400 Fundamentals of School Leadership
 EDLR 6410 Educational Personnel Administration
 EDLR 6420 Educational Business Administration
 EDLR 6430 School Law
 EDLR 6500 Curriculum Development for Educational Leaders
 EDLR 6550 Instructional Supervision for Educational Leadership
 EDLR 6610 The Principalship
 EDLR 6620 Human Relations for Educational Leaders
 EDLR 6630 Administration of Literacy Programs
 EDUC 6021 Educational Research
 EDLR 6900 Practicum in Educational Leadership I
 EDLR 6901 Practicum in Educational Leadership II
 EDLR 6902 Practicum in Educational Leadership III

Minimum # of Total Credit Hours: 36

Total Hours for the Degree Program 36

Other Program Requirements:

Field experience hours will be completed prior to graduation.

Master of Education (M.Ed.) in *Teacher Leadership*

***This program requires attendance and assignments to be documented in LiveText.
Instructors in this program will inform candidate how to document this information.**

Professional Core: 21 semester hours

Course Title Hrs Sem/Year Grade Advisor's Comments

EDLR 6500 Curriculum Development

EDLR 6550 Instructional Supervision

EDLR 6430 School Law

EDLR 6440 Development of Professional Learning Communities

EDLR 6630 Administration of Literacy Programs

EDLR 6650 Grants Writing

EDLR6990 Practices in Teacher Leadership

***Pedagogical Core: 18 semester hours**

Course Title Hrs Sem/Year Grade Advisor's Comments

EDUC 6021 Educational Research

EDUC 6040 Tests & Measurements

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* 3

* 3

* 3

*The remaining 12 hours of pedagogical core courses are selected in consultation with an advisor. These graduate courses may include content or pedagogy classes as well as endorsement courses.

Other Program Requirements:

Field experience hours will be completed prior to graduation.

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