



College of Education & Human Services | Center for Student Services

## INSTRUCTION SHEET TEACHER EDUCATION FIELD EXPERIENCE HOURS

**Directions:** Your Field Experience/Observation Hours Form will be completed and submitted online at: [https://ehsportal.cmich.edu/forms/cssfield\\_experience.php](https://ehsportal.cmich.edu/forms/cssfield_experience.php). All hours must be completed in a K-12 classroom setting and supervised by a **certified** host teacher. Non-contact hours such as travel to and from the school, preparing materials for classes, attending school meetings, lunch time, etc., cannot be included in the contact hour requirement. Only the hours spent in the classroom, while the host teacher is teaching, are allowed. A maximum of 6 ½ hours can be submitted for any one day.

Submit the form as soon as possible after observing so that the host teacher will remember your visit. Hours that cannot be confirmed by the host teachers will not be valid.

**You MUST submit a separate form for each host teacher you observed.**

**YOU WILL NEED ALL OF THE FOLLOWING INFORMATION IN ORDER TO COMPLETE THE ONLINE FORM:**

**You will need the following information from your certified host teacher:**

- 1.) First and Last Name of your host teacher
- 2.) School E-mail Address of your host teacher (this must be a correct and active email address; personal email address will not be accepted)
- 3.) School Name, District, City, State

**You will need to answer the following questions:**

- 1.) Observe and describe the techniques the teacher uses to get and keep students' attention. *Please include a minimum of 3 examples.*
- 2.) What do you observe about the students in this class? How would you describe them in terms of their development? Please include their ability to pay attention, follow directions, and share ideas with each other. *Use a minimum of 3 examples*
- 3.) When starting a lesson, what does the teacher do to tap into prior knowledge? What techniques are used to help students make connections between old and new material? (Listen for questions, review of past material or any other means of connecting.)
- 4.) Observe and describe one or two problem behaviors that happen most frequently in the classroom. What strategies does the teacher use to handle these problems? What does she/he do or say? What do you observe the students' reaction to those classmates? How do they react to the teacher's interventions?

**Diversity Experience:** At least 30 hours in the same school experience is required to meet the diversity requirement. Thirty hours must be completed in each of the diversity areas. One school may fulfill multiple areas of diversity. Refer to the CSS web site at [www.ehs.cmich.edu/css](http://www.ehs.cmich.edu/css) for more detail on the diversity experience and which requirements your school fulfills (click the "Diversity Information" link).

Submit this information through the online form found here: [https://ehsportal.cmich.edu/forms/css-field\\_experience.php](https://ehsportal.cmich.edu/forms/css-field_experience.php)