



Office of Field Services

FIELD EXPERIENCE ATTENDANCE FORM

Intern Name:		CSU ID:	
Semester:		Program:	
School:		Supervisor:	
Course #:		Mentor:	

HOUR REQUIREMENT (Select One)

- | | | |
|---|---|--------------------------------------|
| <input type="radio"/> Rotation 1 = 30 hrs | <input type="radio"/> Step 1 = 18 hrs | <input type="radio"/> Speech* |
| <input type="radio"/> Rotation 2 = 75 hrs | <input type="radio"/> Step 2 = 18 hrs | <input type="radio"/> TESOL* |
| <input type="radio"/> Rotation 3 = 75 hrs | <input type="radio"/> Classroom Interactions = 40 hrs | <input type="radio"/> Music Methods* |
| <input type="radio"/> Internship I / Practicum = 180 hrs, M-TH AM | <input type="radio"/> Apprentice Teaching I = 80 hrs | <input type="radio"/> N/A |
| <input type="radio"/> Internship II / Student Teaching = Full time, M-F | <input type="radio"/> Apprentice Teaching II = Full Time, M-F | |

Please include the following in your contact hours: time in the classroom, professional development opportunities, school meetings, and conferences. Holiday, weather, and school closures do not count towards teaching hours but do not count against you. Please note all reasons for missed hours on the form. All absences must be reported to the Early Field Instructor or Mentor Teacher and Supervisor ahead of time. Changes in internship schedules can be made only with written approval of the Early Field Instructor or the Office of Field Services. Refer to the Student Handbook for Absence Policy. For more detailed instructions and deadlines, go to the OFS template on Taskstream.

*Speech, TESOL and Music Methods: Refer to Program Area syllabus for hour requirement.

DAILY SCHEDULE (Ex: Mon-Thurs 8:30-11:30am)

Total Contact Hours:		0	(3) Approved Absences:		<div></div>	<div></div>	<div></div>
					Date	Date	Date

WEEK 1	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather	
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
Week 1 Total Hours:			0	Mentor Initials:	

WEEK 2	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather	
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
Week 2 Total Hours:			0	Mentor Initials:	

WEEK 3	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather	
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
Week 3 Total Hours			0	Mentor Initials:	

WEEK 4	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Week 4 Total Hours		0	Mentor Initials:
WEEK 5	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Week 5 Total Hours		0	Mentor Initials:
WEEK 6	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Week 6 Total Hours		0	Mentor Initials:
WEEK 7	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Week 7 Total Hours		0	Mentor Initials:
WEEK 8	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Week 8 Total Hours		0	Mentor Initials:
WEEK 9	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Week 9 Total Hours		0	Mentor Initials:

WEEK 10	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Week 10 Total Hours		0	Mentor Initials:
WEEK 11	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Week 11 Total Hours		0	Mentor Initials:
WEEK 12	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Week 12 Total Hours		0	Mentor Initials:
WEEK 13	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Week 13 Total Hours		0	Mentor Initials:
WEEK 14	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Week 14 Total Hours		0	Mentor Initials:
WEEK 15	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Week 15 Total Hours		0	Mentor Initials:

Final's Week (Make-Up Hours)	DAY	DATE	CONTACT HOURS	NOTES: i.e., absence/late/make-up/PD/holiday/weather	
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Final's Week Total Hours		0	Mentor Initials:	
<i>I affirm that the information above is accurate and truthful. The signature is that of my mentor teacher.</i>					
Student Signature:			Mentor Signature:		