

## FIFI D EXPERIENCE ATTENDANCE FORM

| FIELD EXPERIENCE ATTENDANCE FORM  |                                       |                     |                |                   |                    |                      |                       |
|---|---------------------------------------|---------------------|----------------|-------------------|--------------------|----------------------|-----------------------|
| Intern Name:  |                                       |                     |                | CSU ID:           |                    |                      |                       |
| Semester & Year:  |                                       |                     |                | Program:          |                    |                      |                       |
| School:   |                                       |                     |                | Supervisor:       |                    |                      |                       |
| Course #:   |                                       |                     |                | Mentor:           |                    |                      |                       |
|   |                                       |                     | HOUR           |                   | T (Select One)     |                      |                       |
| _   | Rotation 1 = 30 hr                    |                     |                | O Step 1 =        |                    |                      | O SLP (Speech)*       |
| O Rotation 2 = 50 hrs.  |                                       |                     |                | O Step 2 =        |                    | 40 h                 | O TESOL*              |
| O Rotation 3 = 50 hrs.  |                                       |                     |                | •                 | om Interactions    |                      | O Music Methods*      |
| <ul><li>○ Internship I / Practicum = 180 hrs., 4 Days/Week</li><li>○ Internship II / Student Teaching = Full time, M-F</li></ul>  |                                       |                     | •              | tice Teaching I = |                    | O MUST*              |                       |
| 0 1   | nternship II / Stu                    | dent Teaching =     | Full time, M-F | O Apprent         | ice reaching ii    | = Full Time, M-F     | O N∕A                 |
| 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, MUST and Music Methods: Refer to Program Area syllabus for hour requirement. |                                       |                     |                |                   |                    |                      |                       |
| DAII  | LY SCHEDULE                           | (Ex: Mon-Thurs 8:30 | -11:30am)      |                   |                    |                      |                       |
| Tota  | al Contact Hours:                     | 0                   | (3) Approv     | ed Absences:      |                    |                      |                       |
|   | •                                     |                     |                |                   | Date               | Date                 | Date                  |
|   | DAY                                   | DATE                | CONTACT HOURS  | **                | Early Start: Refer | to program area syll | abus for requirements |
| *   | Monday                                |                     |                |                   | •                  |                      | ·                     |
| EARLY START**   | Tuesday                               |                     |                |                   |                    |                      |                       |
| STA   | Wednesday                             |                     |                |                   |                    |                      |                       |
| ζ   | Thursday                              |                     |                |                   |                    |                      |                       |
| EAF   | Friday                                |                     |                |                   |                    |                      |                       |
|   | Early Start 1                         | Total Hours:        | 0              | Mento             | r Initials:        |                      |                       |
|   | · · · · · · · · · · · · · · · · · · · |                     | _              |                   |                    |                      |                       |
|   | DAY                                   | DATE                | CONTACT HOURS  |                   | NOTES: i.e., abse  | nce/late/make-up/P   | D/holiday/weather     |
|   | Monday                                |                     |                |                   |                    |                      |                       |
| X 1   | Tuesday                               |                     |                |                   |                    |                      |                       |
| WEEK  | Wednesday                             |                     |                |                   |                    |                      |                       |
| >   | Thursday                              |                     |                |                   |                    |                      |                       |
|   | Friday                                |                     |                |                   |                    |                      |                       |
|   | Week 1 To                             | tal Hours:          | 0              | Mento             | r Initials:        |                      |                       |
|   | DAY DATE CONTACT HOURS                |                     |                | NOTES: i.e., abse | nce/late/make-up/P | D/holiday/weather    |                       |
|   | Monday                                |                     |                |                   |                    |                      |                       |
| 7   | Tuesday                               |                     |                |                   |                    |                      |                       |
| EK  | Wednesday                             |                     |                |                   |                    |                      |                       |
| WEEK  | Thursday                              |                     |                |                   |                    |                      |                       |
|   | Friday                                |                     |                |                   |                    |                      |                       |
|   |                                       |                     |                |                   |                    |                      |                       |
|   | Week 2 To                             | tal Hours:          | 0              | Mento             | r Initials:        |                      |                       |

|        | DAY  | DATE               | CONTACT HOURS   | NOTES: i.e., absence/late/make-up/PD/holiday/weather |                                     |  |
|--------|--|--------------------|-----------------|--|-------------------------------------|--|
|        | Monday   |                    |                 |  |                                     |  |
| 8      | Tuesday  |                    |                 |  |                                     |  |
| WEEK   | Wednesday  |                    |                 |  |                                     |  |
| >      | Thursday   |                    |                 |  |                                     |  |
|        | Friday   |                    |                 |  |                                     |  |
|        | Week 3 T   | otal Hours         | 0               | Mentor Initials:                                     |                                     |  |
|        | DAY  | DATE               | CONTACT HOURS   | NOTES: i.e., abse                                    | nce/late/make-up/PD/holiday/weather |  |
|        | Monday   |                    |                 |  |                                     |  |
| 4      | Tuesday  |                    |                 |  |                                     |  |
| WEEK   | Wednesday  |                    |                 |  |                                     |  |
| Ž      | Thursday   |                    |                 | _  |                                     |  |
|        | Friday   |                    |                 | _  |                                     |  |
|        | Week 4 T   | otal Hours         | 0               | Mentor Initials:                                     |                                     |  |
|        | DAY  | DATE               | CONTACT HOURS   | NOTES: i.e. abse                                     | nce/late/make-up/PD/holiday/weather |  |
|        | Monday   | DATE               | CONTACT HOOKS   | NOTES. I.e., abset                                   | ince/late/make-up/FD/monuay/weather |  |
| 2      | Tuesday  |                    |                 |  |                                     |  |
|        | Wednesday  |                    | +               |  |                                     |  |
| WEEK   | Thursday   |                    | +               |  |                                     |  |
|        | Friday   |                    | +               |  |                                     |  |
|        |  | l<br>otal Hours    | 0               | Mentor Initials:                                     |                                     |  |
|        |  | 1                  |                 |  |                                     |  |
|        | DAY  | DATE               | CONTACT HOURS   | NOTES: i.e., abse                                    | nce/late/make-up/PD/holiday/weather |  |
|        | Monday   |                    |                 |  |                                     |  |
| K 6    | Tuesday  |                    | <del> </del>    |  |                                     |  |
| WEEK   | Wednesday  |                    |                 |  |                                     |  |
| >      | Thursday   |                    |                 |  |                                     |  |
|        | Friday   |                    |                 |  |                                     |  |
|        | Week 6 Total Hours   |                    | •               | Montor Initials                                      |                                     |  |
|        |  | otal Hours         | 0               | Mentor Initials:                                     |                                     |  |
|        | DAY  | otal Hours  DATE   | 0 CONTACT HOURS |  | nce/late/make-up/PD/holiday/weather |  |
|        |  | •                  |                 |  | nce/late/make-up/PD/holiday/weather |  |
| ۲)     | DAY  | •                  |                 |  | nce/late/make-up/PD/holiday/weather |  |
| /EEK 7 | <b>DAY</b><br>Monday   | •                  |                 |  | nce/late/make-up/PD/holiday/weather |  |
| WEEK 7 | DAY<br>Monday<br>Tuesday   | •                  |                 |  | nce/late/make-up/PD/holiday/weather |  |
| WEEK 7 | Monday Tuesday Wednesday Thursday Friday   | DATE               |                 | NOTES: i.e., abser                                   | nce/late/make-up/PD/holiday/weather |  |
| WEEK 7 | Monday Tuesday Wednesday Thursday Friday   | •                  |                 |  | nce/late/make-up/PD/holiday/weather |  |
| WEEK 7 | Monday Tuesday Wednesday Thursday Friday   | DATE               | CONTACT HOURS   | NOTES: i.e., abser                                   | nce/late/make-up/PD/holiday/weather |  |
| WEEK 7 | DAY Monday Tuesday Wednesday Thursday Friday Week 7 To   | DATE<br>otal Hours | CONTACT HOURS   | NOTES: i.e., abser                                   |                                     |  |
| 8 WEEK | DAY Monday Tuesday Wednesday Thursday Friday Week 7 To   | DATE<br>otal Hours | CONTACT HOURS   | NOTES: i.e., abser                                   |                                     |  |
| 8 WEEK | DAY Monday Tuesday Wednesday Thursday Friday Week 7 To   | DATE<br>otal Hours | CONTACT HOURS   | NOTES: i.e., abser                                   |                                     |  |
| WEEK   | Monday Tuesday Wednesday Thursday Friday Week 7 To DAY Monday Tuesday                            | DATE<br>otal Hours | CONTACT HOURS   | NOTES: i.e., abser                                   |                                     |  |
| 8 WEEK | Monday Tuesday Wednesday Thursday Friday Week 7 To DAY Monday Tuesday Wednesday                  | DATE<br>otal Hours | CONTACT HOURS   | NOTES: i.e., abser                                   |                                     |  |
| 8 WEEK | Monday Tuesday Wednesday Thursday Friday Week 7 To  DAY Monday Tuesday Wednesday Thursday Friday | DATE<br>otal Hours | CONTACT HOURS   | NOTES: i.e., abser                                   |                                     |  |

|         | DAY  | DATE             | CONTACT HOURS   | NOTES: i.e., absence/late/make-up/PD/holiday/weather |   |
|---------|--|------------------|-----------------|--|---|
|         | Monday   |                  |                 |  |   |
| 6       | Tuesday  |                  |                 |  |   |
| WEEK    | Wednesday  |                  |                 |  |   |
| ≥       | Thursday   |                  |                 |  |   |
|         | Friday   |                  |                 |  |   |
|         | Week 9 Total Hours   |                  | 0               | Mentor Initials:                                     |   |
|         | DAY  | DATE             | CONTACT HOURS   | NOTES: i.e., abse                                    | nce/late/make-up/PD/holiday/weather         |
|         | Monday   |                  |                 |  |   |
| 10      | Tuesday  |                  |                 |  |   |
| WEEK    | Wednesday  |                  |                 |  |   |
| WE      | Thursday   |                  |                 |  |   |
|         | Friday   |                  |                 |  |   |
|         | Week 10 1  | otal Hours       | 0               | Mentor Initials:                                     |   |
|         | DAY  | DATE             | CONTACT HOURS   | NOTES: i.e., abse                                    | nce/late/make-up/PD/holiday/weather         |
|         | Monday   | DATE:            |                 | No restrict, disse                                   | nec, race, make app. 27 nonacy, recalle.    |
| 11      | Tuesday  |                  |                 |  |   |
| EK :    | Wednesday  |                  |                 |  |   |
| WEEK    | Thursday   |                  |                 |  |   |
|         | Friday   |                  |                 |  |   |
|         | -  | otal Hours       | 0               | Mentor Initials:                                     |   |
|         | DAY  | DATE             | CONTACT HOURS   | NOTES: i.e. abso                                     | nce/late/make-up/PD/holiday/weather         |
|         | Monday   | DATE             | CONTACT HOURS   | NOTES: i.e., abse                                    | nce/late/make-up/PD/noliday/weather         |
| 12      | Tuesday  |                  |                 |  |   |
| EK 1    | Wednesday  |                  |                 |  |   |
| WEEK    | Thursday   |                  |                 |  |   |
|         | Friday   |                  |                 |  |   |
|         |  | otal Hours       | 0               | Mentor Initials:                                     |   |
|         | DAY  | DATE             | CONTACT HOURS   | NOTES: i.e. abse                                     | nce/late/make-up/PD/holiday/weather         |
|         | Monday   | DATE             | CONTACT HOURS   | NOTES. I.e., ause                                    | ince/late/make-up/FD/monday/weather         |
| 13      | Tuesday  |                  |                 |  |   |
| EK 1    | Wednesday  |                  |                 |  |   |
| WEEK    | Thursday   |                  |                 |  |   |
|         | -  |                  |                 |  |   |
|         | IFridav  |                  |                 |  |   |
|         | Friday<br>Week 13 T  | otal Hours       | 0               | Mentor Initials:                                     |   |
|         | Week 13 T  |                  |                 |  | nee (lete (me) com (DD (he) idea (hue ethou |
|         | Week 13 T  | otal Hours  DATE | 0 CONTACT HOURS |  | nce/late/make-up/PD/holiday/weather         |
| 4.      | Week 13 T<br>DAY<br>Monday                                   |                  |                 |  | nce/late/make-up/PD/holiday/weather         |
| EK 14   | DAY Monday Tuesday   | •                |                 |  | nce/late/make-up/PD/holiday/weather         |
| NEEK 14 | Meek 13 T  DAY  Monday  Tuesday  Wednesday                   | •                |                 |  | nce/late/make-up/PD/holiday/weather         |
| WEEK 14 | DAY Monday Tuesday Wednesday Thursday                        | •                |                 |  | nce/late/make-up/PD/holiday/weather         |
| WEEK 14 | Meek 13 T  DAY  Monday  Tuesday  Wednesday  Thursday  Friday | •                |                 |  | nce/late/make-up/PD/holiday/weather         |

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