## Stage 2: Field Experience Log

## Use this Template to make a Cover Sheet for EACH hour Reflection Log

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date & Time Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course EDUC\_\_\_\_\_\_\_\_\_ Hours\_\_\_\_\_\_\_\_\_\_ Name of School or Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grade Level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of P-12 Classroom Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Make multiple copies of this form to use during the semester)*

**Complete a log for each class period hour recorded on the “Record of Field Experience Hours”**

A log must be written for each instructional period. One clock hour (60 minutes) equals one hour of Field Experience. Candidates observing classes in an extended block schedule are allowed to write one log for that block period, recording the actual time of the period. Some classes are less than one hour, but still constitute a block and are recorded in the actual time of the class. (You should address the questions below for each different subject that occurs during the block.).

**Follow the instructions of your course instructor**

**For each field experience visit, complete the “Record of Field Experience Form” and have it signed by the appropriate field teacher or supervisor. Include all classroom and student categories and codes in your field log.**

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| **Check the type of Field Experience activity you were engaged in for this time period**.   * Observation of students in co-teaching model * Co-teaching: \_\_\_\_ monitoring students; \_\_\_\_ support teaching; \_\_\_\_\_ station teaching; \_\_\_\_ parallel teaching; \_\_\_ alternating teaching; \_\_\_\_ team teaching * Tutoring an individual student * Solo Instruction: \_\_\_ small group; \_\_\_\_ class * Course Assignment: vocabulary instruction, pre / post reading, writing * Video lesson teaching * Other: \_\_ attend school board / site base council; \_\_\_ interaction with families of students; \_\_\_ assist professional;   \_\_\_ participate in school-based professional learning community; \_\_\_ observation in related agency. |

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| **Field Logs for course assignments will be specific and be a reflection on what you learned.**  **Classroom Experiences: Based on the course assignment, describe what you and the classroom teacher did and how students participated / responded to instruction. Include what you did during the class or tutoring experience.**  **Teaching Experiences: Include a copy of your lesson plan and all supporting materials. If you taught the teacher’s lesson plan, include a copy and clearly state that it is not a lesson plan that you wrote. Include the following:**   * Kentucky Core Academic Standards and the Learning Targets? * Classroom management strategies * Review previous lessons or material learned * Student grouping for learning Individual, small groups, whole class? * Reflect on instructional strategies used (teacher talk, reading, writing, graphic organizers, manipulatives, games, discussion, projects, etc.) * Questioning strategies * How was the instruction tied to real world application and to the lives of the students? * Differentiation in instruction * Formative assessments * End of lesson review |

**After you return from your Field Experience, type a log that:**

* summarizes the class period or event using the notes you took,
* describes what you did or what you observed,
* includes ideas you gained from this field experience that will make you a more effective teacher, and
* lists any questions you have.

**Attach a copy of your log to this sheet. Make a copy for your files and submit the original forms and logs for each class with your “Record of Field Experience Hours” to your course instructor on the assigned date. After completing this form go to the EPSB web site** [**https://wd.kyepsb.net/EPSB.WebApps/Login/login.aspx?ReturnUrl=%2fEPSB.WebApps%2fLogin%2f**](https://wd.kyepsb.net/EPSB.WebApps/Login/login.aspx?ReturnUrl=%2fEPSB.WebApps%2fLogin%2f) **and enter all information into the KFETS website. Directions are listed on the next page:**

**Kentucky Field Experience Tracking System**

1. **Log into your EPSB account**
2. **On main page click on the “KFETS” icon to enter the Kentucky Field Experience into the tracking system**
3. **Save all of your field work in a Word document that you can easily copy and paste into the KFETS site**
4. **Choose your course on the sidebar to begin**
5. **Select your institution, select school year, select semester, select courses, enter your student I. D., click add course**
6. **Your selected courses will appear in this area once “add course” button is clicked.**
7. **Click “add candidate activity” to begin to add field experience**
8. **Select appropriate school year, courses for selected school year will appear.**
9. **Click “add activity” button to begin entering your field experience data.**
10. **A disclaimer may appear before each initial field experience entry for the course. Clicking “accept” is verifying that you have read and understand the statement**
11. **Next, each candidate will enter information into the categories information area. If you are uncertain about which category to choose contact your field experience coordinator or ask your professor.**
12. **If a teacher or course does not appear in the dropdown list, data for diverse group’s information will not appear. Choose other at the bottom of the list of teachers to manually enter the data.**
13. **Category “H” other should be used for field experiences that do not fit any of the other categories. All information should be manually entered to identify and describe the activity.**