

Watermark Student Learning & Licensure (SLL) Time Log Field Experience Placements for Initial Certification

The field experience student should complete his/her time log in SLL each day (www.vialivetext.com). The time log is used to document the field experience student's attendance and activities during the placement.

The basic categories field experience students may use in their time log are listed below:

- Teaching (not full day)
- Observing and Assisting
- After school related (bus duty, activities, events, meetings)
- * Other (Professional Development, AMSTI, etc.)
- * School Holiday
- * Absent

* If the field experience student is following a schedule or calendar set by their course instructor, they should include the categories which indicate their absences for AMSTI, school holidays, or absences.

Examples of time log entries are included below:

| Date | Category | Activity | Add'l Info | HH:MM |
|-------------|---|--|--------------------------------|--------------|
| 9/7/23 | Absent | | Doctor's note attached | 00:00 |
| 9/10/23 | Teaching (not full day) | Taught science and math | | 02:30 |
| 9/11/23 | School Holiday | | | 00:00 |
| 9/12/23 | School Holiday | School closed for inclement weather | | 00:00 |
| 9/15/23 | After school related (activities, events, meetings) | Busy duty and grade level meeting | | 00:30 |
| 9/14/23 | Other | | Meeting on campus; AMSTI; etc. | 00:00 |
| 9/16/23 | Observing and Assisting | Watched lessons and helped with groups | | 05:00 |

Field experience students are responsible for ensuring the hours and activities are accurately reflected in the time log.

It is the classroom teacher's responsibility to review the time log and approve it.

Where applicable, the course instructor is responsible for reviewing the time log and approving it when field experience students report to a placement as a class.

The Office of Clinical Experiences does not monitor the field experience student's time log during the field experience placement. Any questions regarding absences, making up days, or other course requirements should be directed to the course instructor.

The total number of hours completed and approved during the field experience placement are documented by the Office of Clinical Experiences and are available upon written request.