



**COLLEGE OF ARTS & SCIENCES, AND EDUCATION**  
**Office of Field Services and Professional Development Schools**  
 2500 West North Avenue, Baltimore, Maryland 21216  
 Grace Hill Jacobs Room 709; (410) 951 – 3081  
*“Educator as Reflective Facilitator of Learning”*

**FIELD EXPERIENCE TIMESHEET**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Course Enrolled: \_\_\_\_\_ Course Instructor: \_\_\_\_\_

Field Experience Site: \_\_\_\_\_

P-12 Clinical Educator: \_\_\_\_\_

Grade: \_\_\_\_\_ Subject: \_\_\_\_\_

Type of Experience Requested: (*Check response*)       Observation (Early)     Participation (Methods)

Semester Completed:       Fall       Spring       Summer      Year \_\_\_\_\_

**DIRECTIONS to Pre/Candidate:** Please complete this Timesheet each day you are in the field experience classroom. Secure the P-12 Clinical Educator’s (CE) initials after each entry. At the end of the experience, return the completed form to your professor. (*Additional directions on reverse side.*)

Each course requires a SEPARATE Field Experience timesheet, which is to be submitted to the professor of record.

Date	Time In	Time Out	# of Hours	Description of Activities Completed	CE’s Initials
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Hours Completed: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 P-12 Clinical Educator’s Signature                      Date                      Course Instructor’s Signature                      Date



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**Upon receipt of practicum assignment from the Director of Field Services and Professional Development Schools:**

- ✓ Report to school assigned.
- ✓ Meet with the P-12 Clinical Educator and arrange a schedule that will accommodate your available time.
- ✓ Discuss field experience activities with the P-12 Clinical Educator in order that he/she will understand the areas in which you will be evaluated. Refer to the *Field Experience Manual* for specific activities required by each course with practicum requirements.
- ✓ Return the *Practicum Timesheet* to your University Professor immediately upon completion and before the end of the semester. If these forms are not submitted, you WILL NOT receive a grade for the course. Your University Professor will forward the form to the Office of Field Services and Professional Development Schools.
- ✓ **If you are unable to report to your assigned school at any time during this practicum experience, please contact the P-12 Clinical Educator.**

**NOTE:**

- Pre-Candidate refers to the education major prior to admission to teacher education.
- Candidate refers to the education major who is admitted to teacher education.
- Practicum Supervisor is the P-12 teacher to whom the pre-candidate (early field experience) and candidate (methods) is assigned.