Directions for
Field Experience Observations

**Forms needed:**
Field Based Clinician Questionnaire
TEACH Observation Form
TEACH Observation Summary Log

**Directions for Completing Field Experience Observations:**

1. You should select a teacher to observe based on the following criterion:
   
   ___ Teacher is certified. (You may check [https://www.teachlouisiana.net](https://www.teachlouisiana.net) to verify a teacher’s certification.

   ___ Teacher has completed 3 full years of teaching.

   ___ Teacher has a Master’s Degree or is National Board Certified (preferred but not required).

2. The teacher observed **MUST** complete the Field Based Clinician Questionnaire. **If you observe more than one teacher, a questionnaire must be completed by each teacher.**

3. **YOU MUST USE THE TEACH OBSERVATION FORM** when journaling your observations. If your visit exceeds an hour in one setting, you must start another observation set.

4. You **MUST** clock 12 hours of classroom observation in the summer in ED 570 and 12 hours in the fall in ED 571. **These hours are required.** Observations may **NOT** all be completed in one classroom. It is in your professional interest to observe different settings and teachers.

5. It is the candidate’s responsibility to duplicate the observation forms as needed.

6. The **TEACH Observation Summary Log** is a compilation of all the observation dates and times you have made. It is in your best interest to enter this information as you clock hours. The hours logged must coincide with the **TEACH OBSERVATION FORMS.**

Please note: **ALL OBSERVATIONS AS WELL AS THE SUMMARY LOG WILL BE READ THOROUGHLY BY FACULTY.**

**DUE DATE:** **OBSERVATIONS WILL BE DUE AT THE END OF THE SUMMER and FALL SEMESTERS. Observations WILL NOT BE ACCEPTED PRIOR TO THE DISCLOSED DATE.** The observations and summary log should be submitted in a content colored, 3 prong folder (color will be assigned in class). The observations should be turned in with a cover sheet that includes your name and email address, centered.