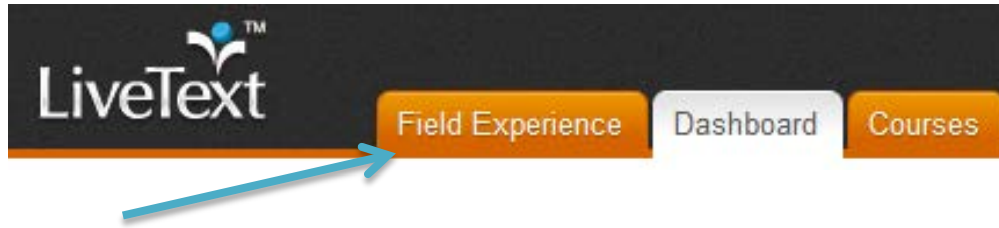
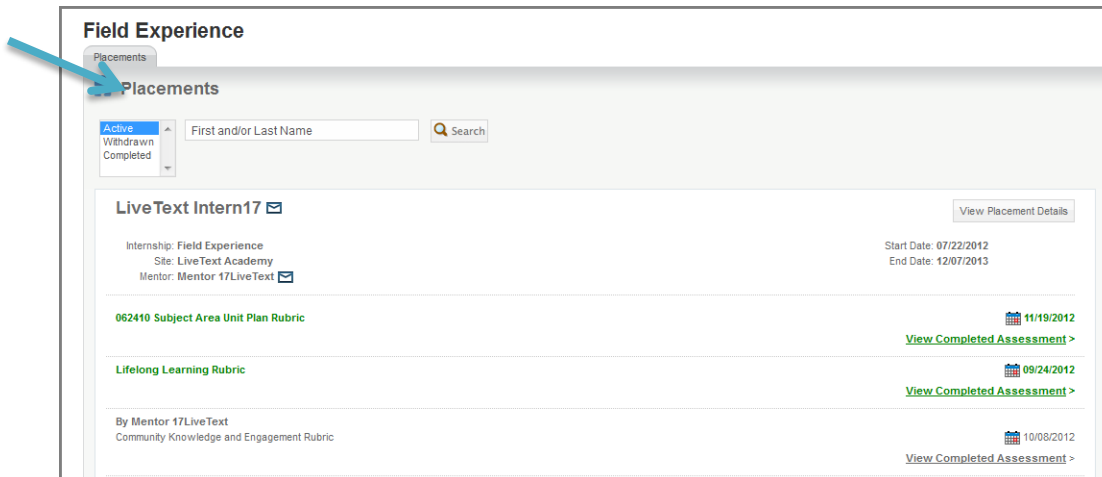


Field Experience (For Supervisors)

To access the field experience module, click on the “Field Experience” tab (see below)



As a supervisor, you will have access to the Placements sub-tab



The Supervisor can access any assigned placement from this tab. By default, only active placements will display, but the Supervisor can use a status filter to retrieve Withdrawn and/or Completed placements as well.



The names of the Intern and Mentor associated with each placement appear with email icons next to them. Clicking on any one of these icons will open a hovering window in which the supervisor can compose an email.

Email

To:

Cc:

Bcc:

Subject:

To view placements

Field Experience

Placements Profile

Basics Demo Fourteen

Placement Details

1 Student: Basics Demo Fourteen
 Supervisor: HU105 Sample
 Start date: 12/31/2011
 End date: 12/31/2012

Internship Site
 123 Nowhere Man , Nowhere Land, AK-XXXXX

2

Academic Details
 Course: Basics Demonstration
 Course #: LiveText Basics
 Course Desc:
 Term: LTCAC11
 Teaching Field: World History
 Grade Level: 12th

Assessments 4

Community Knowledge and Engagement Rubric 12/30/2012
[Continue >](#)

By Basics Demo Fourteen
 Community Knowledge and Engagement Rubric 12/30/2012
[View Completed >](#)

By HU105 Sample
 Community Knowledge and Engagement Rubric 12/30/2012
[View Completed >](#)

Attachments 5

[Developmental_Rubric.png](#)

Time Log

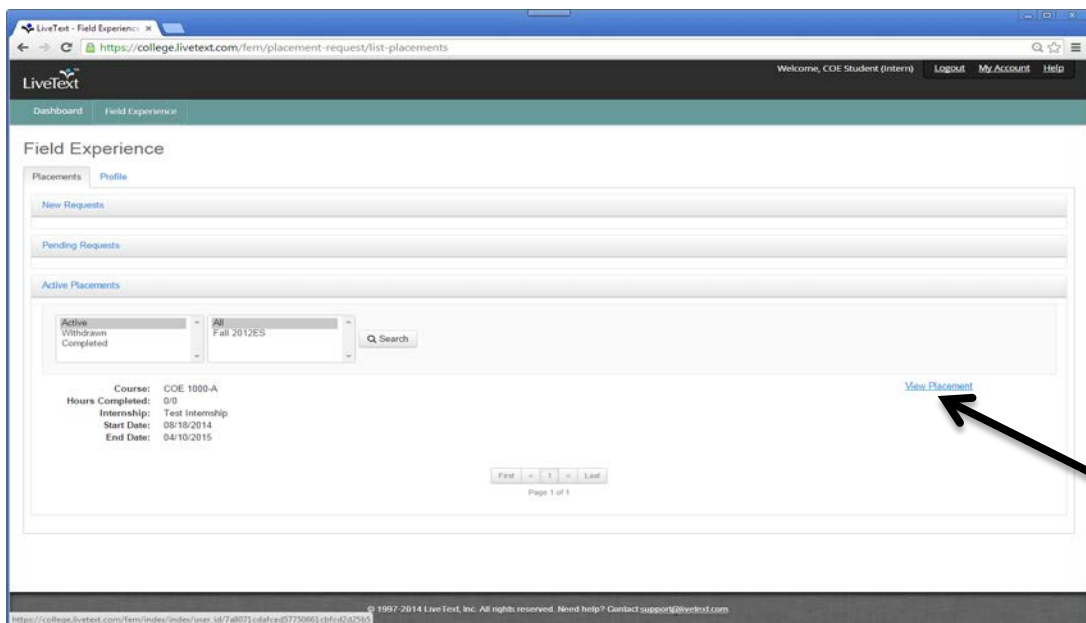
Required Hours: 80

Date	Class Info	Activity	Hrs:Mn	Apprv
03/29/12	10th Grade	Science lab	03:00	✓
04/02/12	Working job with students		03:00	✓
04/12/12	Chemistry	Lesson Planning	08:00	✓
04/13/12	11th Grade	Study Session	04:00	☐
04/17/12	Physics	Teaching	03:00	☐
04/19/12	Chemistry	Teaching	03:00	☐
04/23/12	After School	Science Olympiad Program meeting	04:00	☐
TOTAL:			28:0	☐ 6

At the top right corner of each placement listed on this page, the Supervisor will also find a button labeled **View Placement Details**. Clicking on this button will direct the supervisor to a screen containing the full details of this placement. This page is the aforementioned “shared workspace” that is accessible to all three members of the assessment team for this placement. (Supervisor, Mentor, and Intern)

1. Placement details are displayed on the left (i.e., the internship title, the associated course information, site location, grade, subject).
2. The **View Demographics** button will display the demographic information for both the site and the classroom. The Supervisor is only able to view demographics.
3. The names of the Intern and Mentor again appear next to email icons. Clicking one of these icons will open an email window.
4. All assessments for the internship are listed in the center of the page. Assessments will be linked if they are assigned to the Supervisor, or if they have been completed and published for viewing by the Supervisor. Remember, each user’s permission to see a completed assessment is determined by the publishing rules set by the Placement Coordinator.
5. In the Attachments area, work samples that have been posted by the Intern are linked and may be viewed. Attachments can be either LiveText documents or files.
6. The **Time Log** for this placement will display to the right. Hours are entered by the Intern and the Supervisor is able to **Approve** hours.

Completing Rubric Assessments



The screenshot displays the LiveText Field Experience dashboard. The page title is "Field Experience" and the user is logged in as "COE Student (Intern)". The dashboard is divided into sections: "New Requests", "Pending Requests", and "Active Placements". The "Active Placements" section shows a table with columns for "Active", "Withdrawn", and "Completed". A search bar is present. Below the table, a placement is listed with details: Course: COE 1000-A, Hours Completed: 0/0, Internship: Fall Internship, Start Date: 08/18/2014, and End Date: 04/10/2015. A "View Placement" link is visible next to the placement details, and a black arrow points to it. The footer contains the copyright information: © 1997-2014 Live Text, Inc. All rights reserved. Need help? Contact support@livetext.com.

- From the View Placement page, click **Begin Assessment** (or **Continue Assessment** if returning to an earlier saved assessment. [See Blue Arrow](#)).



- The rubric will open. To select a performance level for each element (row of the rubric), click the corresponding cell beneath the level (column of the rubric).
- To leave a text comment pertaining to a specific element, click the **Add Comment** link for that row ([See Orange Arrows](#)) and type the comment in the hovering window. Click **Save**.
- To add an overall comment pertaining to the entire assessment, click inside the large text box at the top of the page and type the comment ([See Black Arrow](#)).

The screenshot shows the LiveText Field Experience interface for a COE Student. The page is divided into several sections:

- Placement Details:** Supervisor(s): Elizabeth Omiteru, Natalie Kuhlmann; Start Date: 08/18/2014; End Date: 04/10/2015; Status: Active.
- Assessments:** A table listing assessments by Elizabeth Omiteru and Natalie Kuhlmann. A blue arrow points to the 'Begin Assessment' link for the first assessment.
- Time Log:** A table with columns for Date, Category, Activity, Add'l Info, Hrs-Mn, and Apprv. The total required hours is 0.
- Academic Details:** Course Section: COE 1000-A; Course Name: Student View1; Course Desc: ; Term: Fall 201205; Subject(s): Speech Language Pathology; Grade Level(s): 2nd, 3rd, 4th.

Comments And Feedback: 3

Provide any final comments and feedback on the internship experience.

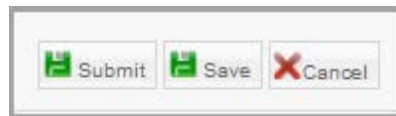
Civic Knowledge and Engagement Show/Hide Rubric Descriptions

	4 Capstone (4 pts)	3 Milestones (3 pts)	2 Milestones (2 pts)	1 Benchmark (1 pts)
Diversity of Communities and Cultures NCATE-2007.4a, NY-LEMOYNE-TEAC 4	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.
Analysis of Knowledge NCATE-2007.4a, NY-LEMOYNE-TEAC 6	Demonstrates evidence of adjustment in own work of co-	Demonstrates evidence of adjustment in own	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.
Civic-Identity and Commitment NCATE-2007.4c	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.
Civic	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within

Comment

Type comments here...

- At the bottom of the page, click **Submit** to complete the assessment, **Save** to return the assessment later, or **Cancel**.



Undoing Assessments

Any user who makes an error when submitting an assessment or wishes to revise an assessment after it has already been submitted can **Undo** their assessment. This will move the assessment from **Completed** status back to **Pending** status. All of the comments and scores will be retained, but the user can make changes and resubmit

- Click on the green **View Completed** link corresponding to the assessment.
- At the bottom right corner of the screen, click on the **Undo Assessment** button.

