Radford University Teacher Preparation Programs

DOCUMENTATION FORM FOR 50 CLOCK HOURS

Students pursuing teacher licensure in elementary (PreK-6), middle (6-8), special education, secondary education (6-12) and K-12 programs are required to complete a minimum of 50 clock hours of experiences involving children or youth in structured educational settings. This is a requirement for admission to the Teacher Education Program. Examples of appropriate activities include: observing in school classrooms; assisting teachers; substitute teaching; teaching in day care settings; planning and implementing activities in after-school programs, summer camp or sports camps; coaching; tutoring; Special Olympics; conducting art, theater or dance classes; etc. “Baby-sitting” or family-based daycare activities do not meet the requirement.

This form is to be completed by the student and the supervisor under whom the student completed the experience. Return the form to the student. This form is to be added to the student’s Professional Portfolio for submission with the Teacher Education Program Application Packet.

To be completed by the student:

Student's Name ____________________________ RU ID # _______________________

Class Level (Check One) FR _______ SO _______ JR _______ SR _______ GRAD

Licensure Program:
Elementary (PreK-6) Middle (6-8) Special Education (Early Childhood Special Education, Deaf and Hard of Hearing, High Incidence Disabilities) Secondary Education (6-12) K-12 programs (Art, Dance, PE, Music)

To be completed by the supervisor:

1. Dates of observation/activities: ____________________________

2. The above named student spent __________ clock hours under my supervision.

3. Ages or grade levels of observed students: ____________________________

4. Brief description of the student’s responsibilities: ____________________________

5. To the best of your knowledge, please rate the student regarding the following:

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<th></th>
<th>Unsatisfactory</th>
<th>Below Expectations</th>
<th>Meets Basic Expectations</th>
<th>Above Expectations</th>
<th>Insufficient Information to Rate</th>
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<tbody>
<tr>
<td>Oral and written communication skills.</td>
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<td>Attendance; punctuality</td>
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<td>Grooming and dress</td>
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<td>Rapport with students</td>
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<td>Initiative</td>
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<td>Overall performance</td>
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Comments: ____________________________

Supervisor's Name (Please print) ________________________ Title ________________________

School or Organization ____________________________ Phone ____________________________

Supervisor's Signature ____________________________ Date ____________________________
TO WHOM IT MAY CONCERN:

Please accept this letter of introduction for ________________________ who is intending to apply to the Teacher Education Program at Radford University. Prior to application, students must document a minimum of fifty (50) clock hours of experience with children or youth in structured learning situations.

If you can assist this student, please accept our appreciation. In the event that you will not be able to assist the student in completing this requirement, we will certainly understand.

If you are able to provide this opportunity, please identify someone in your setting who is willing to supervise the student. If the supervisor has the sufficient opportunity to interact with or observe the student, we would like to receive feedback on how well the student performed during the experience. A brief evaluation and space for comments are included on the form.

Please do not hesitate to contact me if you have any questions or if I may assist in any manner.

Sincerely,

Kathie Dickenson, Field Placement Coordinator
College of Education and Human Development