

Nazareth College Field Experience Attendance Verification Form

Contact us: Office of Field Placement Services
 Golisano Academic Center, Room 277 ■ Email: fieldexp@naz.edu ■ Fax: 585-389-2938 ■ Phone: 585-389-2596

Each visit to your school requires a log entry. If your placement is job-embedded, you must obtain the principal's signature next to the total hours below. Please print legibly. A separate field experience attendance verification form is required for each course you are taking with required hours.

Student Name: _____ **Student ID:** _____

Term: Fall Spring Summer I Summer II **Year:** _____ **Course (ex: INCH 503):** _____

Course Instructor Name: _____ **Required # of Hours for Course:** _____

School: _____ **Grade/Subject** _____

Teacher Name(s): _____

Field Experience Activity Log

Please note: Partial hours should be recorded as decimals: .25 is 15 minutes, .5 is 30 minutes, and .75 is 45 minutes.

A sample entry is provided below. Each activity log entry requires a teacher signature.

Date	Activity Description	Hours Completed	Teacher Signature
10/10/12	Assisted with reading groups	2.75 hours	<i>Jane Doe</i>
Total Completed Hours			

Principal's Signature (required if job-embedded)

Please **return this form to your instructor** with the required hours and teacher signatures by the date given by your instructor. Keep a copy of this completed form for your records. Use the second page for additional activity log entries.

Nazareth Instructor's Signature/Date

