

Keystone College
Education Field Hours Documentation Form

Student Name: _____ **ID#** _____

Semester: _____ **Year:** _____

School: _____ **Teacher:** _____ **Grade:** _____

Day and time of observation:

Week	Date	Time	Cooperating Teacher's Signature
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			

Total Hours: _____

- Students may not begin observation without current clearances.
- Students must contact the classroom teacher and their supervisor once the field placement has been secured to indicate the date observation will begin.
- If you are unable to observe on your scheduled day, please contact your Keystone Field Supervisor.
- Students must use this form for each observation visit.
- Keep the duplicate copy for your records.
- Completion of Observation Field Assignment is necessary for passing this course.
- The student must have the classroom teacher sign the observation form during each observation.
- Submit this form prior to the end of the semester as an email attachment to the Director of Field & Student Teaching