Field Experience Documentation Form
Teacher Education Department, San José State University

To complete the form, please download a copy first. Thank you.

Full Name _____ **SJSU ID**: _____

Instructions: A verified field experience or observation with youth (PK - Grade 12) is required for admission into the SJSU teaching credential program. A minimum of **20 hours** of field experience is required for admission. These hours may be completed through one or multiple qualifying experiences. These hours should ideally be completed in a California public school at a grade level appropriate to your credential objective **and in your content area** (if you are considering the Single Subject Program). The field experience could also be related to coursework. Field experiences could also include in-school experience / observation in any subject area or out-of-school experiences, including but not limited to tutoring, after-school programs, summer camps, early childhood education programs (birth to age 5 years), faith-based children and youth programming, etc.

To document your field experience, **please download the form and complete one or more of the sections below**, whichever are applicable. Electronic signatures (such as Docusign) are accepted. You may add lines to one or more sections of this form as needed to document your field experiences. If you have more field experiences than can be documented on this form, please submit additional forms. **Submit field experience documentation forms in Cal State Apply with your other materials**.

Teacher aide / assistant	Teacher or Substitute teacher	Volunteer or Observer	Course work	Alternative experience
Paid experience as **a teacher's aide or teacher assistant** in a PK-12 classroom in a public school. The classroom teacher, site administrator, or district administrator may verify this experience, or the applicant may provide a self-attestation. Complete box 2 below.	Service as **classroom teacher** or **a substitute teacher** in a public school, as verified by a district or site administrator or as attested to by the applicant. Complete box 2 below.	Working as a **volunteer or observing in** a PK-12 classroom in a public school. The classroom teacher or site administrator may verify this experience, or the applicant may provide a self-attestation. Complete box 2 below.	I am enrolled or will enroll in or have completed any **preparation for teaching course** or courses which have field experience built in. Complete box 1 below.	**Alternative experience working with children** such as working or volunteering in a private school, teaching or assistant teaching at an early childhood education program, tutoring, teaching in an after-school program, outdoor education instructor, ABA therapist, etc. Verification may be from a site administrator or equivalent, or the applicant may provide a self-attestation. Complete box 3 below.

1. Course Work: In the space below, list the **course(s)** you have taken, are taking, or are planning to take, if any, which may pertain to field experience (e.g., ARED 150, LSTP 185 (45 hrs), LSTP 85 (20 hrs), CHAD 159, CHAD 160, KIN 172/KIN 178). (Add lines–one per course–as needed.) Obtain a signature and / or include the syllabus or self-attest.

Course #	Course Title	Institution	Semester / Year	Grade
_____	_____	_____	_____	_____

Description of fieldwork experience, including what school/district/grade level if applicable: _____

_____

_____

Total number of field experience hours completed for this course: _____ hours

Course Instructor name (print) _____ Signature* _____

*Alternatively, you may self-attest to the above by providing your signature: _____

2. **Public School Classroom:** Describe the position(s) you held or service you provided (e.g., teacher's aide, substitute, observer, volunteer) in which you observed / worked with students in a **public school classroom**.

Title or Service Description (observer, aide, substitute): _____

School District: _____ School Site: _____

Subject Area(s): _____ Date(s) of Service: _____

Total number of hours in a public school classroom for this experience: _____ hours

Supervisor comments about SJSU applicant: _____

SUPERVISOR VERIFICATION

I (print name) _____ verify that the above-named applicant to the SJSU teaching credential program served as described above.

Supervisor Signature:* _____ Date: _____

Position: _____ Telephone: _____ Email: _____

*Alternatively, you may self-attest to the above by providing your signature: _____

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3. Other Experience: Describe the position(s) you held or service you provided (e.g., tutoring, after-school programs, summer camps, early childhood education programs, faith-based children and youth programming, ABA therapist, etc.) in which you observed / worked with children or youth in a setting other than a public school.

Service Description:_____

_____

Service Site: _____ Date(s) of Service: _____

Total number of hours for this experience: _____ hours

Supervisor comments about SJSU applicant: _____

SUPERVISOR VERIFICATION

I (print name) _____ verify that the above-named applicant to the SJSU teaching credential program served as described above.

Supervisor Signature*: _____ Date: _____

Position: _____ Telephone: _____ Email: _____

*Alternatively, you may self-attest to the above by providing your signature: _____

To the best of my knowledge, the above information is accurate.

_____ _____

Applicant Signature Date