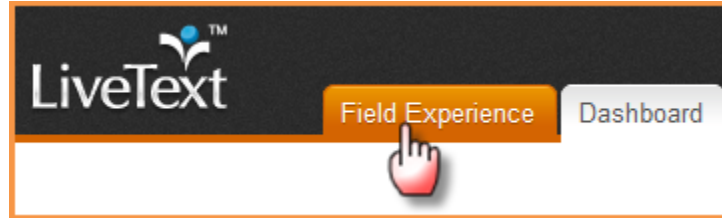
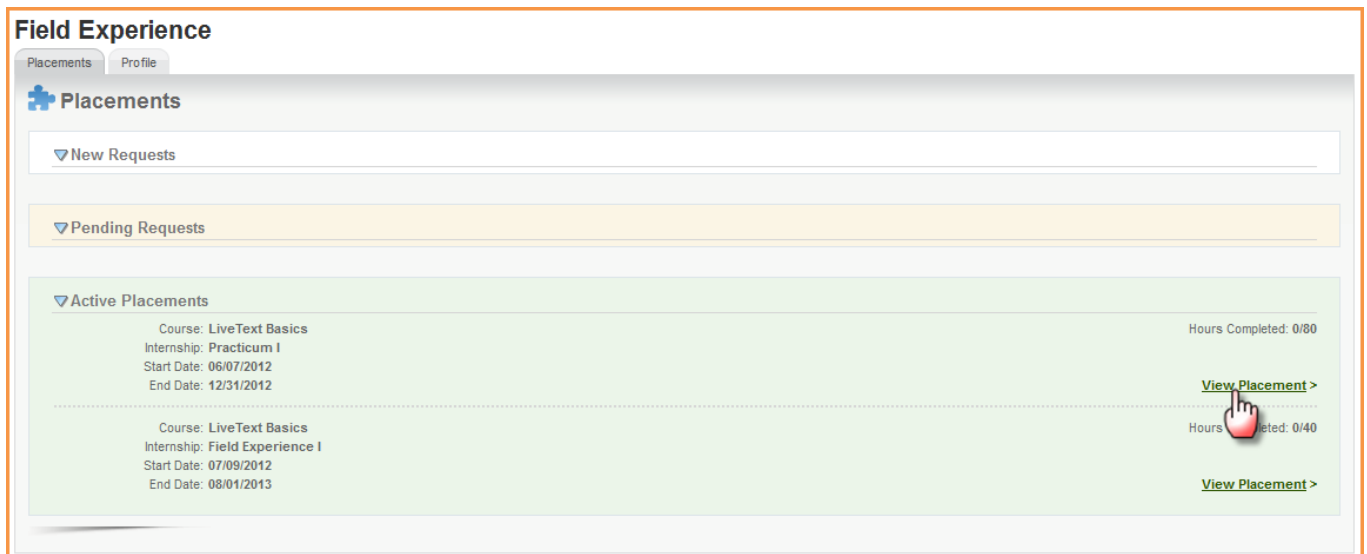


LiveText Field Experience Module – Instructions for Student Interns

- I) When you have logged in, you will see a new **Field Experience** tab at the top of your account (to the left of **Dashboard**). Click this tab.



- II) You will see all your active placements. Click the **View Placement** link to access all activities associated with a placement.



- III) You will be directed to a page called **View Placement**. This page is a shared workspace, accessible to your supervisor and mentor as well, which is used to manage all the key activities for your Field Experience Placement.

Field Experience

Placements Profile

Basics Demo Forty-Two

Placement Details

Supervisor: HU105 Sample 3
 Mentor: Gerry Mentor
 Start date: 07/09/2012 1
 End date: 08/01/2013

Internship Site
 1600 W Irving Park , Chicago, IL-60627

2
View Demographics

Academic Details

Course: Basics Demonstration
 Course #: LiveText Basics
 Course Desc:
 Term: LTCAC11
 Teaching Field: Physics
 Grade Level: 11th

Assessments

Class Participation Rubric 4 07/30/2013 [Begin >](#)

Request for extension

By HU105 Sample
 Class Participation Rubric 07/30/2013 (Not Started)

By Gerry Mentor
 Class Participation Rubric 07/30/2013 (Not Started)

Attachments

5
Add Attachments

Time Log

Required Hours: 40

Date	Class Info	Activity	Hrs:Min	Apprv
07/10/12	Chemistry	Lesson Planning	02:00	X
07/11/12	Biology Class	Observation	01:00	X
TOTAL:			3:0	

6
Add Hours

- 1) Basic details about the placement will display to the left.
- 2) To view demographic information about the school and classroom, click **View Demographics**.
- 3) To write an email to your mentor, supervisor, or both click the corresponding email icon or link.
- 4) To fill out your assessment rubric(s), click on the **Begin Assessment** or **Continue Assessment** link. NOTE: If you missed the deadline for this assessment, you must first request an extension
 - 1) Click the cells to highlight the level of performance achieved in each area.
 - 2) Add comments to any row of the rubric by clicking the **Add Comment** icon and typing in the text box.
 - 3) Add comments for the *entire* assessment using the text box at the top of the rubric.

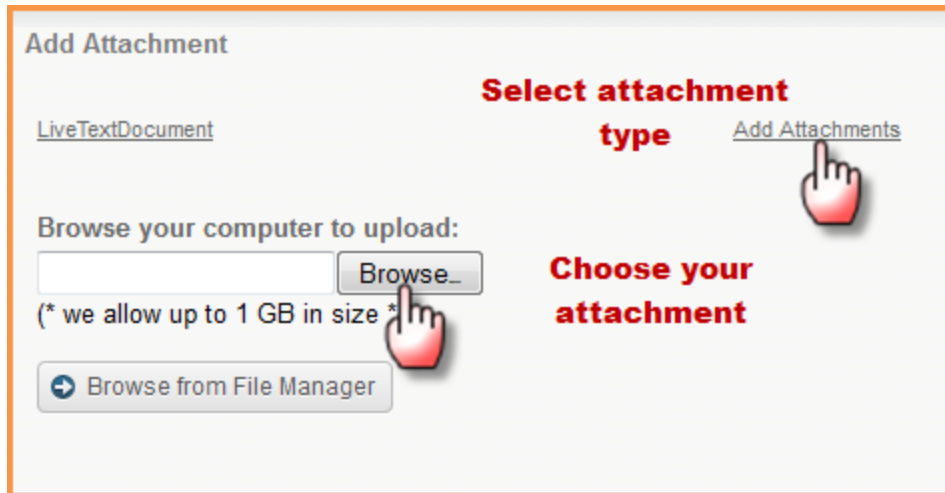
Comments And Feedback: 3

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-2007.4d, NY-LEMOYNE-TEAC.4 2	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. 1	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-2007.4b, NY-LEMOYNE-TEAC.5	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.

- 5) To upload attachments for your mentor or supervisor to access, click **Add Attachments**. Attachments can be LiveText documents or files.



- 6) To add an entry to your **Time Log** click **Add hours**. Select the date of the entry, the number of hours spent, and a description of the class and activity.

Add Hour

Date:

Number of Hours:

Class Information:

Activity:

- IV) To return to your LiveText **Dashboard**, click the tab at the top of the screen.

