

Name: \_\_\_\_\_ EID#: E \_\_\_\_\_ Phone number: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_@emich.edu Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

All teacher candidates must document the completion of (at least) 100 clock hours of appropriate pre-student teaching/field experiences. The Office of Academic Services in 206 Porter will evaluate this form *before* you register for regular student teaching placements. *Therefore, please keep this document in a place where it is safe and retrievable. Your classroom hours need to be with a teacher who is licensed in the subject area(s) of your certification – focusing on your teaching major.*

*Note: This form is **not** intended for students pursuing majors in special ed., physical ed., or music ed. (please see your advisor).*

**\* Practicum Hours \***

Directions:

Please print your responses in the blank columns of the table below with information about your Practicum (PRCT) courses.

- Include all Practicum classes that are required for your major and date of admission.

Circle Class Taken	Semester and Year	Name of Instructor	Subject Area(s)	Grade Level(s) for Placement	Clock Hours Completed
PRCT 304 or 305					30
PRCT 310 or 311					30
				Total PRCT Hours	60

**ECE Majors: Early Childhood Education Hours**

Class Taken	Semester and Year	Name of Instructor	Subject Area(s)	Grade Level(s) for Placement	Clock Hours Completed
ECE 215					36
ECE 303					36
				Total ECE Hours	72


Track your additional pre-student teaching hours on the other page of this form.

**\* Additional Hours \***

Directions:

Please print your responses in the blank columns of the table below for:

- Clock hours done in your Practicum placements *beyond* the clock hours indicated in the table on the prior page.
- Additional clock hours needed to fulfill the 100 clock hour requirement. If you have questions about the appropriateness of a setting, please contact an advisor in your program. This form should be submitted *after* you have applied for student teaching and have documented *all* 100 clock hours. *Additional hours are optional for ECE students who have 132 hours from the prior page.*
- At least 50 of the 100 hours must be spent in an age-appropriate setting with a licensed teacher. All hours must be in age-appropriate settings.
- Secondary students must obtain a minimum of five hours each in middle school and high school settings.
- Submit this form to 206 Porter upon completion.

Name of School or Organization	Grade Level(s) <input type="checkbox"/> Elem. <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> Other	Subject(s) if an Academic Setting	Your Role and/or Responsibilities	Dates	Teacher, Principal, or Supervisor	Clock Hours Completed
	<input type="checkbox"/> Elem. <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> Other				Name Signature	
	<input type="checkbox"/> Elem. <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> Other				Name Signature	
	<input type="checkbox"/> Elem. <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> Other				Name Signature	
	<input type="checkbox"/> Elem. <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> Other				Name Signature	
	<input type="checkbox"/> Elem. <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> Other				Name Signature	
	<input type="checkbox"/> Elem. <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> Other				Name Signature	
	<input type="checkbox"/> Elem. <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> Other				Name Signature	
					Total Additional Hours <i>Outside of PRCT Coursework</i>	
					TOTAL Hours = PRCT + Additional <i>Must add up to at least 100 hrs</i>	