



Field Experience Management

2011 Training Guides

Contents

- Introduction.....3**
 - Helpful Resources Available on the LiveText Conference Visitors Pass3**
- Overview.....5**
 - Development Model for “FEM”5**
 - Core Functionality5**
 - Enhanced Features.....6**
 - Field Experience Module Vocabulary7**
 - Basic Definitions7
 - User Roles8
- FEM Administrator9**
 - Imports9**
 - Import Subjects10
 - Import Schools11
 - Import Mentors12
 - Import Placements12
 - Assign Placement Coordinator and Supervisor Roles13
 - Reports13**
 - Assessment Frequency Report13
 - Assessment Progress Summary Report13
 - Site Placement Summary Report14
 - Supervisor Report14
 - Unit Wide Intern Assessment Report14
- Placement Coordinator15**
 - Adding Assessments and Creating Internships.....16**
 - Assessments16
 - Internships17
 - Making Placements and Managing Active Placements19**
 - Placing Interns19
 - Managing Placements21
 - Reports22
- Supervisor23**
 - Placements24**
 - View Placement24
 - Completed25**
- Mentor27**
 - Accessing LiveText27**
 - Placements29**
 - View Placement29



FIELD EXPERIENCE MANAGEMENT

Past Placements	30
Profile	31
Intern	33
Placements.....	33
Placement Requests	33
View Placement	34
Past Placements	35
Assessments	37
Completing Assessments	37
Assessment Status	38
Viewing Assessments.....	38
Implementing the Field Experience Module.....	39
LiveText Support Team	40
LiveText Tech Support	40

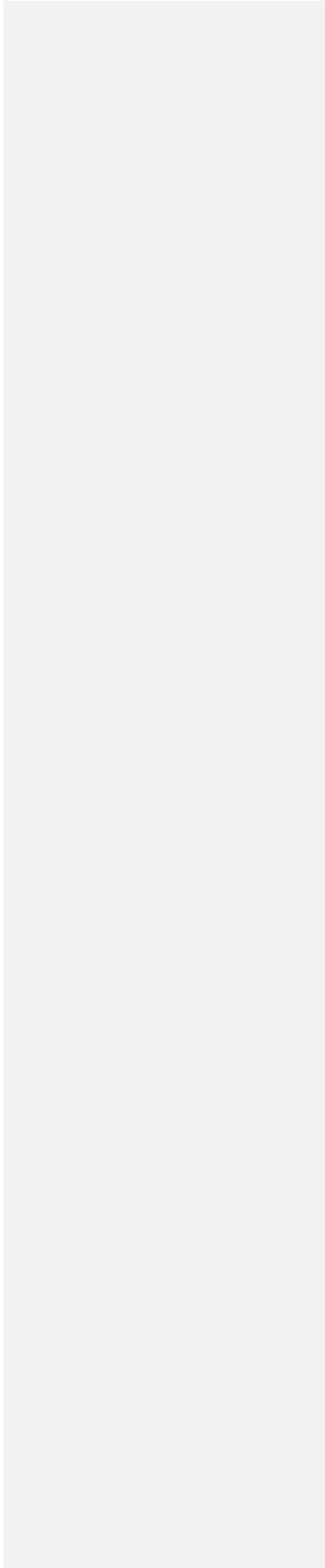
Introduction

This guide is an introduction to the newly developed Field Experience Module in LiveText. The training session will include an overview of the features and capabilities of the new module, as well as the different roles that users can play inside the module. Along the way, the session will offer practical advice about how to manage the introduction of these new tools to students, university supervisors, and administrators responsible for managing relationships with cooperating schools and K-12 professionals, placing students, and monitoring candidates' progress as they complete their field experience placements.

Resources Available on the Conference Visitors Pass

- Field Experience Module Introductory Video
- Sample Training Agendas for Field Experience Module on-site training
- Customizable Field Experience Module training guides for:
 - Students/Interns
 - Mentors
 - Supervisors/Faculty

FIELD EXPERIENCE MANAGEMENT



Overview

Over the years, many colleges and universities that are already using LiveText to assess learning outcomes in all types of programs – general education, teacher education, business, engineering, and the health care fields – have expressed interest in using LiveText’s tools to assess learning that takes place outside the traditional structures of courses or assessments by program faculty. In response to feedback from users, and guided by the insights we have gained from working with these institutions, we began development about one year ago on a new module (i.e. area of the application) to better address the common needs institutions have in order to better manage field experiences in their programs.

Development Model for “FEM”

From the beginning, the intention was to follow an “agile” development model. This means that the most important functionality and core use cases have been built first, and along the way we have identified areas that will be targeted for further improvements and customization. Right now, the module is viable for a specific set of business requirements, but additional features and enhancements will be developed rapidly. For example, field experience locations are currently called “Schools” and “Classrooms” in the software, but we over the coming months and years, additional development will allow for the module to be customized so that it can be used in other disciplines such as business, nursing, and pharmacy.

Core Functionality

The core capabilities, which have been developed first and are fully viable now for teacher education field experiences are:

- **Mentor assessment** - The new module offers an easy-to-use platform for cooperating school professionals to perform rubric-based assessments, just as faculty have long been able to do inside LiveText.
- **Collection and reporting of site demographic data** - The new module can be used to collect demographic data about field experience locations, so that schools can document students’ exposure to diverse environments. These data can be collected at both the school and classroom levels.
- **Manage student placements** - For placement coordinators or field experience offices responsible for managing relationships with cooperating schools and finding placements for students, LiveText can now be used as a secure, online, paperless tool for assigning placements and monitoring key activities in the field remotely.



FIELD EXPERIENCE MANAGEMENT

Enhanced Features

Since the entire module has been built from the ground up, the development of this module offered an excellent opportunity to include some additional features that users have requested from LiveText. These enhancements range from minor add-ons that are “nice to have” to features that will be critical for some institutions’ assessment systems.

- Interns (students) can self-assess
- Ability to create an assessment “team” with customized access/responsibility for assessments
- Automated and manual emails sent from the application
- Add individual mentors, schools, and subjects manually (no import required)
- Reports can be exported in .pdf format as well as .csv

Field Experience Module Vocabulary

As with any software tool, the new Field Experience Module in LiveText has several key vocabulary terms. You may use these terms already, but your definitions may not be the same as how other institutions use them, or what they refer to in LiveText. However, it is important to understand how these terms are used *by the application* in order to use the tools optimally. Keeping these basic definitions in mind will help you plan how best to incorporate existing processes into LiveText.

Basic Definitions

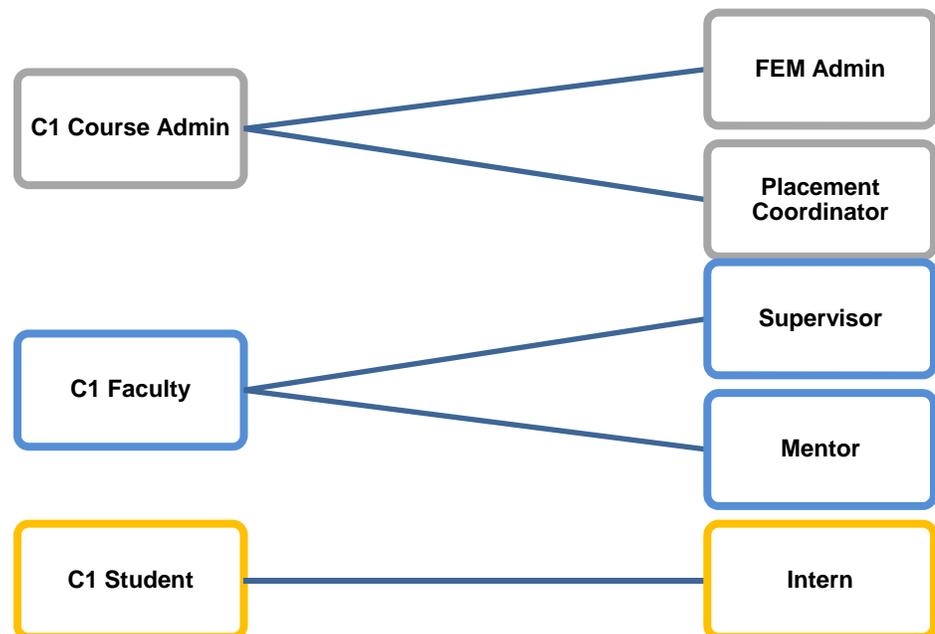
- **Field Experience** – Any activity in which students work directly in a K-12 environment with a cooperating professional and a faculty supervisor. This includes classroom observations, practicum placements, student teaching, and other pre-service teaching experiences.
- **Internship** – A specific field experience requirement which is associated with a course and has certain common attributes for all participating students, such as the required number of hours and assessments.
- **Placement** – The unique assignment for an individual student participating in an internship. Includes a mentor, faculty supervisor, grade level(s), subject(s), and location.
- **Placement Request** – Initiated by student as the first step of an internship. On this form, the student gives qualitative descriptions of what they are seeking in a placement. A placement request is not required for all internships; an administrator has the option of requiring students to complete placement requests at the start of an internship.
- **Assessment** – A rubric that is completed by the intern, mentor, and/or supervisor during the field experience.

FIELD EXPERIENCE MANAGEMENT

User Roles

A user's **role** determines when they will see the **Field Experience** tab appear in their LiveText account, and also the activities they are able to complete once inside the module. If you are familiar with C1 LiveText, you may be used to thinking of a user as having one of three roles: Administrator, Faculty, or Student.

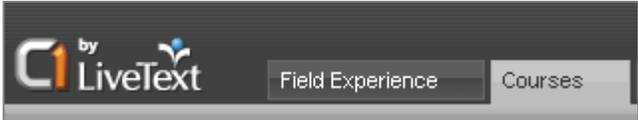
In the Field Experience module, there are five roles that users might have. While these roles do not correspond exactly to the familiar Admin, Faculty, and Student roles, there are two different roles that roughly correspond to a C1 Admin (FEM admin and Placement Coordinator), and two roles that are primarily assessors like C1 Faculty (Supervisor and Mentor). The final role corresponds very closely to a C1 Student (Intern).



Until a LiveText user is assigned to a Field Experience role, they will not even see the Field Experience tab at the top of their account. This means that when your institution adopts the Field Experience module, students and faculty can be introduced to it only when they will be using it.

FEM Administrator

This is one of two administrative roles in the Field Experience module. A LiveText user account must be provisioned with FEM Administrator rights by a member of the LiveText’s implementation team after the institution implements the Field Experience module. When this role is given to an account, a **Field Experience** tab will appear at the top of the account.

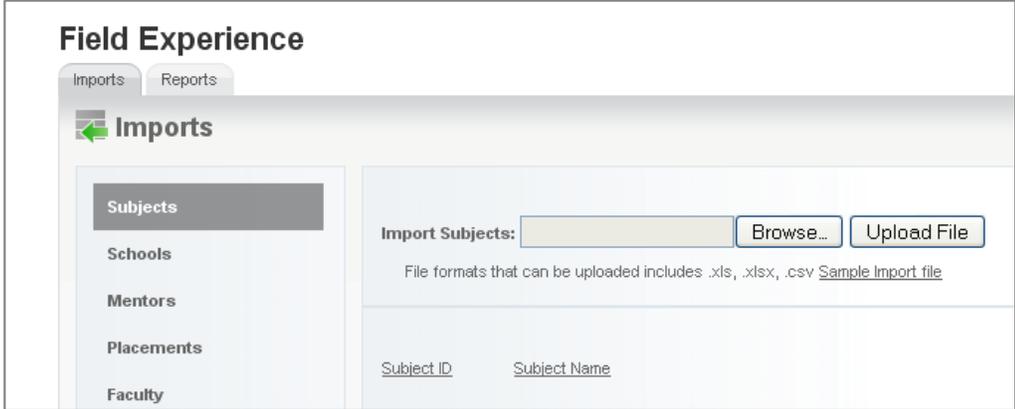


The primary tasks performed by this role are:

- Importing information into the Field Experience database: mentors, subjects, and schools, and placements
- Provisioning other user(s) with Placement Coordinator and Supervisor access
- Generating reports on field experience activities

Imports

Under the Field Experience tab, the FEM administrator has two subtabs: **Imports**, and **Reports**. This section will describe the activities that are performed under the first of these tabs.



NOTE: The FEM Administrator is the only role that needs to be assigned directly by LiveText Implementation. Once this user is identified, the institution will control which users gain access to the Field Experience module and when.

NOTE: Any imports in the module can be performed as a batch by uploading a spreadsheet file, or one record at a time by clicking the link next to the file browser, and filling in the required fields as a form.



FIELD EXPERIENCE MANAGEMENT

Import Subjects

The first import defines the subjects that a student may potentially teach or observe in the field. Values may include: Art, Biology, Chemistry, French, History, Self-Contained, Social Studies, etc.

Later in the Field Experience process, when interns are placed at a school location, one of these subjects will be associated with the placement.

Subjects that are in the system can be marked as Active or Inactive, and only active subjects can be assigned to placements.

Add Subject

Name:

Active: Yes No

Import Schools

Schools are the locations that interns are placed in. Along with the basic identifying information about the school, such as its name, address, and district, LiveText stores a number of demographic data points associated with that school, such as ethnic and gender distributions of the student population, average daily attendance, and the number or percentage of students who have IEPs or 504 plans, qualify for free or reduced lunch, and receive special services.

Schools that are imported are also marked with an Active or Inactive status, and only active schools will be available when browsing for locations to place students.

*School Name: <input type="text" value="Enter School"/>		Demographics	
*District: <input type="text" value="Enter District"/>		Ethnic Distribution #	Special Programs #
*School Address: <input type="text" value="Enter Address"/> <input type="text" value="Enter City"/> <input type="text" value="Enter Zip"/>		African American <input type="text"/> American Indian <input type="text"/> Asian <input type="text"/> Hispanic <input type="text"/> Pacific Islander <input type="text"/> White <input type="text"/> Multiple/No Response <input type="text"/> Other <input type="text"/>	English Language Learners <input type="text"/> Bilingual Education and ESL <input type="text"/> Compensatory Education <input type="text"/> Extended Day <input type="text"/> Kindergarten <input type="text"/> Free Lunch Program <input type="text"/> Students with Disabilities <input type="text"/> Special Education <input type="text"/>
*Grades: <input type="text" value="Select Grade"/> <ul style="list-style-type: none"> K 1st 2nd 3rd 		Gender #	Attendance #
		Male <input type="text"/> Female <input type="text"/> Not specified <input type="text"/>	Average Daily Attendance <input type="text"/> School Mobility Rate <input type="text"/>
		Staff Demographic	

FIELD EXPERIENCE MANAGEMENT

NOTE: When assigning a LiveText username to a mentor, the system will attempt to follow the convention of first initial of first name and the entire last name (e.g. Alex Brown = abrown). If this username already exists, then this will be followed by a randomly assigned number (e.g. abrown47289). Passwords are automatically generated and random.

Import Mentors

Mentors are the cooperating K-12 professionals who host interns in their assigned schools during an internship. Uploading or adding a mentor triggers several automated actions by the system.

1. When a mentor is uploaded, LiveText automatically creates a mentor account. This is a special type of LiveText account which will be discussed in a later section of this manual.
2. The username for this account, along with a randomly generated password, are emailed to the primary email address that was identified for the mentor.

School

Email *

Please provide the mentor's school email address so that account-related information and notifications can be sent.

Personal

Email *

Please provide secondary email address. If a secondary email address is not available, enter the School Email Address again.

Import Placements

Add Placement

School Name: ▼

Subject: ▼

Grade: ▼

Status: Active
 Inactive

Placements represent the “slots” available at a given school, or the number of students that a school is able to accept. A placement is characterized by the school, grade and subject, and can be flagged as active or inactive. Only active placements will be available when browsing for locations to place a student.

FIELD EXPERIENCE MANAGEMENT

For example, a cooperating school may have four mentor teachers willing to accept students for observations. If two of them will only work with a single student, and the other two will take a pair of students, you would need to import six **Placements** for this school.

Placements will need to be re-uploaded as openings come available.

Assign Placement Coordinator and Supervisor Roles

The Faculty page under the Imports tab is where the FEM Admin assigns the roles of Placement Coordinator and Supervisor to other users. This page displays a list of all users at the institution with the C1 Faculty role. Selecting the Placement Coordinator or Supervisor radio button for any user will assign the corresponding role to that account and cause the Field Experience tab to appear.

John	Faculty	john.faculty@livetext.com	<input type="radio"/> Placement Coordinator	<input type="radio"/> Supervisor
Katie	Kalmus	katie@livetext.com	<input type="radio"/> Placement Coordinator	<input type="radio"/> Supervisor
Carter	Lamb	carter@livetext.com	<input type="radio"/> Placement Coordinator	<input type="radio"/> Supervisor
David	Minor	david.minor@livetext.com	<input type="radio"/> Placement Coordinator	<input type="radio"/> Supervisor

Reports

The FEM Admin also has the ability to run reports on all data collected in field experiences. The Field Experience module includes its own reporting capability separate from the reports you may be familiar with in LiveText.

Assessment Frequency Report

This report provides a summary of assessment results gathered with a common assessment rubric. For each element (row) of an assessment rubric, the frequencies of assessments at each performance level are provided as raw numbers and percentages. If applicable, the report also disaggregates these figures by the role of the person completing the rubric (mentor, supervisor, and intern).

Assessment Progress Summary Report

This report is best used to monitor internships that are in progress, to ensure that mentors, supervisors, and interns are completing their assigned assessments. For a given internship, this report summarizes all assessments that have been assigned, and indicates a color-coded status for each assessment: Submitted (or complete), Started (or in progress), Not Started, or Overdue

FIELD EXPERIENCE MANAGEMENT

Numeric Breakdown of Results					
Intern Results		Mentor Results		University Supervisor Results	
Not Started	12	Not Started	11	Not Started	12
Started	0	Started	0	Started	0
Submitted	0	Submitted	1	Submitted	0
Overdue	0	Overdue	0	Overdue	0

Site Placement Summary Report

This report summarizes the ethnic and gender diversity of school site demographics for a given internship. Data is displayed as both a data table and a bar graph, and is disaggregated by school location.

Supervisor Report

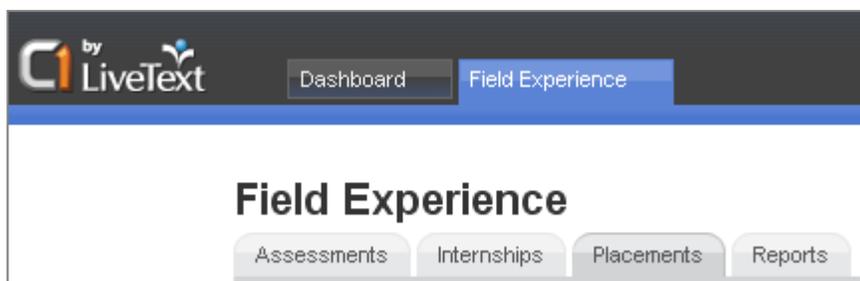
This report provides a summary of every placement that has been monitored by a particular supervisor within a specified date range. It includes a list of the schools in which the supervisor has monitored placements, as well as the names of the associated schools and mentors and the start and end dates of the placement.

Unit Wide Intern Assessment Report

This report is used to compare assessment results over time. Whereas the Assessment Frequency Report provides a summary of rubric results for a given internship, which by definition takes place within a single academic term, the Unit Wide Intern Assessment Report summarizes assessment results by term. This report can be used to monitor progress in improving learning outcomes across multiple cycles of data collection.

Placement Coordinator

The Placement Coordinator is the second of the two administrative users in the Field Experience Module. This role is ideal for those who work in field placement offices on campus, manage relationships with cooperating K-12 professionals and schools, review applications from students prior to a field experience placement, and monitoring students remotely along the way to ensure that they are completing their required hours, assessments, and work sample submissions. The placement coordinator is not able to assess students directly, but is able to create a **Document of Record** at the placement to reconcile assessments performed during the placement.



The primary tasks performed by this role are:

- Selecting the assessment rubrics that will be used in a field experiences.
- Creating **Internships** (the bundle of assessments and activities linked to a course and common for all students satisfying a particular field experience requirement)
- Assigning students to **Placements** (the unique assignment to a school, mentor, grade, and subject that each student in an internship receives)
- Monitoring ongoing placements
- Generating reports on field experience activities

NOTE: If the Placement Coordinator is not the owner of the assessment rubrics needed for field experience assessments, the owner can Share these documents with the

FIELD EXPERIENCE MANAGEMENT

Adding Assessments and Creating Internships

The Placement Coordinator completes two critical set-up steps early on in the implementation of the Field Experience module.

Assessments

Under the **Assessments** tab, the Placement Coordinator selects the assessment rubric(s) that will be used for field experience assessments. When the Placement Coordinator clicks **Add Assessment**, a document chooser will appear, and any rubrics can be made available in the Field Experience Module with the corresponding **Add** button.

Add Assessment

Showing 1-4 of 4 1

Current Label: My Work Search ▼

Title	Type	Date Created	Date Modified	Action
Copy of NELS 2022-23	Assessment	Apr 13	Apr 13	+ Add
NELS 2022-23	Assessment	Mar 31	Mar 31	+ Add
NP Assessment	Assessment	Mar 10	Mar 10	+ Add
NELS Assessment	Assessment	Mar 04	Mar 24	+ Add

Showing 1-4 of 4 1

X Close

Assessments only need to be added in this way one time, even if they are used in multiple internships or over multiple academic terms.

FIELD EXPERIENCE MANAGEMENT

Internships

Create/Edit Internships

The **Internships** tab is where the Placement Coordinator defines specific field experience requirements. If you have ever acted as an administrator in LiveText, this process is analogous to setting up a course assignment.

To create an internship, the Placement Coordinator clicks **Create New Internship** and fills out the form that opens, including:

1. A name and description (optional) for the internship. The name will identify the internship for interns, mentors, and supervisors.
2. The course section that this internship belongs to. Select term and department first.
3. Optionally, a minimum GPA and required number of hours.
4. A completion date for the internship.
5. A status of **Active** or **Inactive** can be applied to the internship. Only active internships will appear by default.
6. If a **Placement Request** is required by the student before they can be placed, there is an option to allow students to fill out an online application. This will be described in more detail in the Intern section of this manual.
7. Finally, all assessments that are required during the internship are identified. Click **Insert Assessments** open a rubric selection window. When an assessment is added, select a due date for the assessment. The “Applies to” drop-down menu identifies who is responsible for filling out the rubric (mentor, supervisor, or intern). The “Publish Assessment” drop-down menus set when the completed assessment will be released to the other members of the three person team comprising the placement.

Assessment	Description	Due Date	Applicable To	Publish Assessment
1	ACPE Pharmacy Rubric	07/13/2011	Intern Mentor Supervisor All	Supervisor: Upon Submission Mentor: End of Placement Intern: Upon Submission

8. Click **Save** to finish creating the internship.

Saving the internship will cause the Field Experience tab to appear in the accounts of all students on the roster of the course section identified in Step 2.

NOTE: Only rubrics that have been added to the Field Experience Module on the Assessments tab will be available.

FIELD EXPERIENCE MANAGEMENT

When an internship has been created, a red status bar will appear under the internships tab. This status bar, which looks like the **Student Progress Bar** for course assignments in LiveText, will track students' progress towards receiving a placement.



Red – The student has not submitted a Placement Request and the Placement Coordinator has not begun placing them.

Yellow – The student has submitted a Placement Request OR the Placement Coordinator has already begun searching for a placement for them.

Green – The student has been assigned to a Placement for this internship.

To edit an existing internship, click the **Edit** button to the right of the Intern **Progress Bar**.

Making Placements and Managing Active Placements

Placing Interns

The Placement Coordinator can assign interns to **Placements** from two locations.

Internships tab

The Placement Coordinator is able to place students directly from the Internships page. If interns are *not* required to fill out placement requests in order to be assigned a placement, this is the only method for a beginning a placement:

- Click the **Intern Progress Bar**. The roster for the course associated with the internship will display.
- Click the green  next to the name of any intern.
- If applicable, review the placement request
- Click **Find Placement**

NOTE: To send an email message to the intern while searching available placements, click directly on his or her name.

Placements tab

The Placement Coordinator is also able to assign students to cooperating schools and mentors from the Placements tab. This tab is organized into two sections, and the first is New Placement Requests. When students complete and submit their placement requests, they will appear on this page, organized by course. To review the student's request and begin searching for a suitable placement:



- Click **Create Placement**
- Review the placement request. Before searching through available placements, the Placement Coordinator has the option to review the intern's field experience history – such as the schools where they have been previously placed, the mentors and supervisors they worked with, and the number of hours completed - by clicking **View Past Placements**.
- To place the student for this internship, click **Find Placement**



FIELD EXPERIENCE MANAGEMENT

Assigning a Placement

Once the Placement Coordinator navigates to this point – whether through the Internships tab or the Placements tab – the process for browsing through available placements and matching the intern with a school site, mentor, and supervisor is the same.

The **Search Placements** screen will list all the available placements. Remember from the previous section, a **Placement** is a “slot” or an “opening” at a cooperating K-12 site. Once a student is assigned to that placement, the slot is filled, and the placement will no longer appear on this page. If this page is empty, or if none of the placements listed on the page is appropriate for the intern you are attempting to place, then additional openings need to be identified and imported by the FEM Admin.

When an appropriate placement is found, click the corresponding **Place** button.

The screenshot shows a search interface with a text input field containing the placeholder text "Search by entering key words associated with a potential placement" and a "Search" button with a magnifying glass icon. Below the search bar, there is a table-like structure with the following information:

ABC School	Subject: Art	+ Place
1 Street Name	Grade Choices: 1st	
LaGrange, IL 12345		

In the drop-down menus to the right, select the cooperating mentor and a supervisor who will be assigned to work with this intern. The mentor drop-down menu will include only mentors who work at the school and teach the subject. If a number in parentheses next to the name of a mentor or supervisor, this represents the number of placements that he or she is current assigned to. While the system will not impose a limit on the number of placements a mentor or supervisor may have at any given time, this will act as a simple indicator to make sure mentors and supervisors are not being overloaded.

The screenshot shows a form with the following fields:

- Mentor(s):** A dropdown menu with the text "Select Mentor" and a downward arrow.
- Supervisor:** A dropdown menu with the text "Select Supervisor" and a downward arrow. The menu is open, showing a list of options: "Select Supervisor", "Aye-mon Myo (7)", "Carter Lamb (5)", "Fiona Faculty (6)", "Fred Faculty (27)", "Monica Defendorf (5)", "qa_test1 (72)", and "ZZ".
- Minimum GPA:** A text input field.
- Required Hours:** A text input field.

Click **Save** to complete the placement.

FIELD EXPERIENCE MANAGEMENT

When placing an intern, it is possible to customize some of the settings that were made when the Internship was created. For example, an internship has a start and end date, but if a particular intern specifies at the outset that they need to complete their required hours over a longer period of time, the start and end date for their placement can be set differently at the time of their placement.

	June 2011						
	Su	Mo	Tu	We	Th	Fr	Sa
Grade:				1	2	3	4
Subject:	5	6	7	8	9	10	11
Start Date:	12	13	14	15	16	17	18
End Date:	19	20	21	22	23	24	25
	26	27	28	29	30		

Managing Placements

After an intern has been assigned to their unique placement, the intern is removed from the **New Placement Requests** list under the Placements tab, and they instead appear in the second section of the page, called **Student Placements**. All active placements are listed in this section, and the Placement Coordinator is able to:

▼ Student Placements (20)			
Student: Sally Student	Subject: Science	Course: READ 201	1 Edit Placement 2 Manage Placement
Internship: READ Internship	Grade: 5th	Supervisor: Monica Stephens	
Status: Active	Start Date: 03/01/2011	School: Cedar Elementary School	
Hours Completed: 32/20	End Date: 05/31/2011	Mentor: Chris Collins	

1. **Edit Placement** – This re-opens the placement and allows for any changes to be made (e.g. due dates for assessments, the mentor or supervisor assigned to work with the intern)
2. **Manage Placement** – This gives the Placement Coordinator continuous, view-only access to all activities of the supervisor, mentor, and intern. While the placement is in progress, these three roles have a shared workspace which will be described in detail in the supervisor, mentor, and intern sections of this manual. Throughout the placement, Placement Coordinator can access this workspace to monitor whether assessments and other required activities are being completed.

FIELD EXPERIENCE MANAGEMENT

From the **View Placement** page, the Placement Coordinator also has the option to create a **Document of Record** for the placement. The **Document of Record** is an assessment entered by the Placement Coordinator to reconcile any discrepancies between assessments performed by the mentor, supervisor, and intern. For example, if all three of these roles complete the same assessment rubric pertaining to the intern's performance and professional development, but their evaluations differ significantly, the authoritative version of the assessment is entered as the **Document of Record**.

Reports

The Placement Coordinator has the same access to the reports inside the Field Experience Module as the FEM Admin.

Supervisor

The Supervisor is one of two roles in the Field Experience Module that corresponds roughly to a C1 Faculty user. This role is ideal for any college or university personnel who also act as advisors, observers, or assessors of the activities of interns in the field. An individual must already have a LiveText faculty account in order to be provisioned by the FEM Admin as a Supervisor, and a Supervisor can simultaneously be an instructor of a course in LiveText.

The primary responsibilities of the Supervisor are:

- Assessing Interns during the field experience placement.
- Monitoring the activities of his or her assigned interns in the field through the shared workspace that each intern-mentor-supervisor team has access to.

When a Supervisor clicks the Field Experience tab, they will have access to two subtabs: Placements and Completed.

Field Experience

Placements
Completed

Placements

Placement 1

Internship: DCM_0517_Internship

The **team** for this internship consists of:

Student: [Student Name](#)

Mentor: [DORIS DORIS](#)

DCM_Rubric: , Your assessment: **COMPLETED**, DCMFN1 DCMLN1: Pending (Due 05/31/2011),

School: [DCMSchoolID1](#)

Start date: 05/17/2011

End date: 05/31/2011

FIELD EXPERIENCE MANAGEMENT

Placements

The Supervisor sees all currently assigned placements organized in this area. Each placement is listed individually, and includes important identifying information such as the school, the start and end dates, and the internship title. The assessments for each placement are also listed, and assessments assigned to Supervisor are linked as well. The names Interns and Mentors for each placement also appear as links, and by clicking on any one of them, the Supervisor will open a hovering window in which they can compose an email to one or both.

Email

To:

Cc:

Bcc:

Subject:

View Placement

When the Supervisor clicks on the link to view a particular placement (e.g. Placement 1, Placement 2), they will be directed to the **View Placement** page. This page is a shared workspace that is accessible to all three members of the assessment team for this placement (Supervisor, Mentor, and Intern)

View Placement

Placement Details ①

Student: [Sally Student](#) ②

Supervisor: [Nursing Department](#)

Mentor: [Chris Quillen](#)

Academic Program:

Course: Teaching of Reading

Course Number: READ 201

Course Description: An intensive study of reading skills in the areas of readiness

Semester: FEM2011

Student's Teaching Field:

Grade Level: 6

Internship Site:

Cedar Elementary School
1 Street Name, LaGrange, IL-12345

Start Date: 03/01/2011

End Date: 05/31/2011

Assessments

Nursing Rubric: ③

Sally Student: Self Assessment: Active (Due 03/30/2011)

[Final evaluation record: COMPLETED](#)

Attachments ④

[NP Portfolio](#) .doc

[art7.bmp](#) .bmp

Time Log ⑤

Required Hours: 20

Date	Class Info	Activity	Hrs-Min	Apprv
04/13/11	English	Observation	12:00	<input type="checkbox"/>
04/30/11	English	Noun Games	20:00	<input type="checkbox"/>
TOTAL:			32:0	<input type="checkbox"/>

⑥

FIELD EXPERIENCE MANAGEMENT

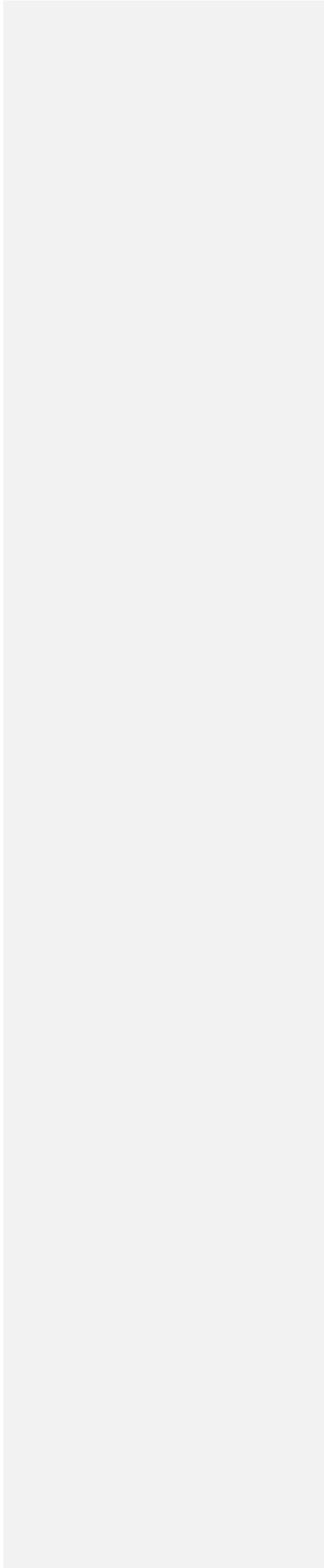
1. To the left, the placement details are displayed (the internship title, the associated course information, school location, grade, subject)
2. The names of the Intern and Mentor again appear as links. Clicking one of these links will open an email window.
3. All assessments for the internship are listed in the center of the page. Assessments will be linked if they are assigned to the Supervisor, or if they have been published for viewing by the Supervisor.
4. In the Attachments area, work samples that have been posted by the Intern are linked and may be viewed. Attachments can be either LiveText documents or files.
5. The **Time Log** for this placement will display to the right. Hours are entered by the Intern and approved by the Mentor. The Supervisor is only able to view the **Time Log**.
6. The **View Demographics** button will display the demographic information for both the school and the classroom. The Supervisor is only able to view demographics.

Completed

The Supervisor always maintains the ability to view placements, even after they are completed. After the end date for a placement has passed, the placement appears under the Completed tab in the Supervisor's account, and is locked for further editing.



FIELD EXPERIENCE MANAGEMENT



Mentor

The Mentor is the second of two roles in the Field Experience Module that corresponds roughly to a C1 Faculty user. This role is ideal for the cooperating K-12 professional who hosts an Intern at their school site and works with the Intern on a day-to-day basis during the placement. Mentors receive a special type of LiveText account, and have access *only* to the Field Experience Module. Their username and initial password are also created automatically and emailed to them when they are imported by the FEM Admin.

The primary responsibilities of the Mentor are:

- Assessing Interns during the field experience placement
- Approving the entries in the Intern's **Time Log** for the placement
- Entering the School and/or classroom demographics for the placement

Accessing LiveText

When a Mentor is added to the Field Experience Module by the FEM Admin, an automated email address is sent to the **Primary Email** address listed for that mentor. The message reads this way:

"Dear [NAME],

Thank you for agreeing to be a field experience mentor. You have been added to a list of available mentors and will be notified when a placement is made. During this placement, assessments and other activities will be managed through an online application called LiveText.

To log in, go to <http://www.livetext.com>, and enter the following username and password:

User name: [UNIQUE USERNAME]

Password: [PASSWORD]

Thank you for the contributions you will make to your mentee's professional development."

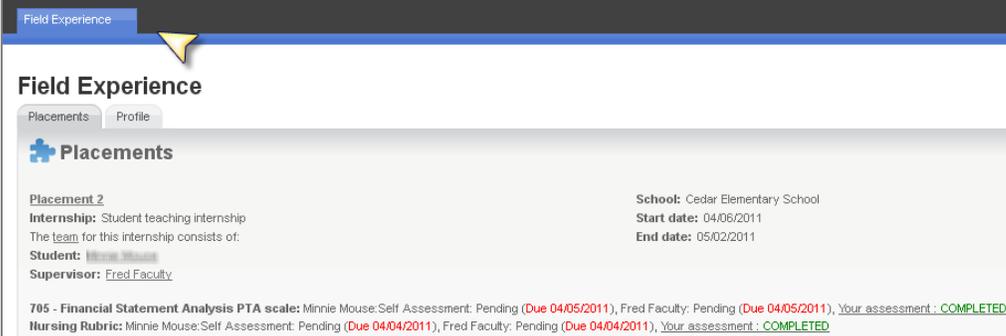
As soon as a Mentor receives their account information, they can access LiveText. An additional message is sent when an Intern has been assigned to them.

After logging in to LiveText, a Mentor will see *only* a Field Experience tab at the top of the account. This means that they will not be able to perform other activities inside



FIELD EXPERIENCE MANAGEMENT

LiveText such as authoring documents or viewing courses.

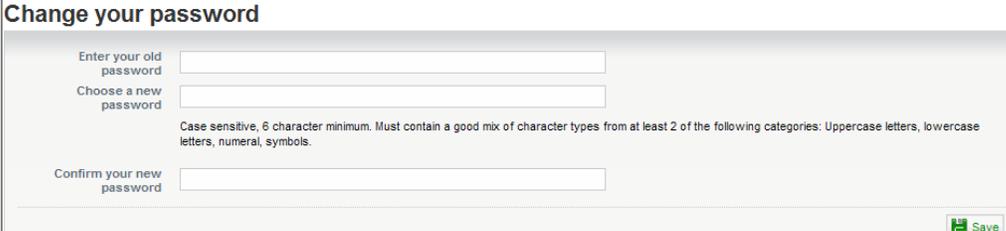


The screenshot shows a web interface for 'Field Experience Management'. At the top, there is a navigation bar with 'Field Experience' and a yellow arrow pointing to it. Below the navigation bar, the main heading is 'Field Experience'. There are two tabs: 'Placements' (selected) and 'Profile'. Under the 'Placements' tab, there is a section titled 'Placements' with a plus icon. Below this, there is a section for 'Placement 2'. The details for 'Placement 2' are as follows:

- Placement 2**
- Internship:** Student teaching internship
- The **team** for this internship consists of:
- Student:** Minnie Mouse
- Supervisor:** Fred Faculty
- School:** Cedar Elementary School
- Start date:** 04/06/2011
- End date:** 05/02/2011
- 705 - Financial Statement Analysis PTA scale:** Minnie Mouse: Self Assessment: Pending (Due 04/05/2011), Fred Faculty: Pending (Due 04/05/2011), Your assessment: COMPLETED
- Nursing Rubric:** Minnie Mouse: Self Assessment: Pending (Due 04/04/2011), Fred Faculty: Pending (Due 04/04/2011), Your assessment: COMPLETED

A Mentor does have access to the **My Account** area, however. Just like other users, they can change their password in this area, and since the initial password is generated automatically by the system, they may want to reset the account password to something they will more easily remember by:

1. Clicking **My Account** in the upper right corner
2. Clicking **Change Password**.
3. Entering the old password, then to entering and confirming a new password



The screenshot shows a 'Change your password' form. It has three input fields:

- Enter your old password
- Choose a new password
- Confirm your new password

Below the input fields, there is a note: "Case sensitive, 6 character minimum. Must contain a good mix of character types from at least 2 of the following categories: Uppercase letters, lowercase letters, numeral, symbols." At the bottom right of the form, there is a 'Save' button with a green checkmark icon.

Placements

The Mentor sees all currently assigned placements organized in this area. Each placement is listed individually, and includes important identifying information such as the school, the start and end dates, and the internship title. The assessments for each placement are also listed, and assessments assigned to the Mentor are linked as well. The names of Interns and Supervisors for each placement also appear as links. Clicking on one of these links will open a hovering window in which they can compose an email message to that person.

View Placement

When the Mentor clicks on the link to view a particular placement (e.g. Placement 1) they will be directed to the **View Placement** page. This is the same shared workspace that is accessed by the Supervisor and Intern, but the Mentor has the ability to edit certain sections that can only be viewed by the other members of the team.

NOTE: Although a Mentor is able to have multiple active placements at one time, as a practical matter is far more likely that they will have only one. In this case, only this one active placement will be listed.

View Placement

Placement Details 1

Student: [Minnie Mouse](#) **2**

Supervisor: [Fred Faculty](#)

Mentor: [Barbarosa Barbarosalomew](#)

Academic Program:

Course: Underwater Basket Weaving

Course Number: UMBW11F

Course Description: A blend of the ancient art of basket-weaving and aquatic fun!

Semester: FF2011

Student's Teaching Field:

Grade Level: 6

Internship Site:

...

Start Date: 04/06/2011

End Date: 05/02/2011

Assessments 3

705 - Financial Statement Analysis PTA scale:

[Minnie Mouse: Self Assessment: Pending \(Due 04/05/2011\)](#)

[Fred Faculty: Pending \(Due 04/05/2011\)](#)

[Your assessment: COMPLETED](#)

Nursing Rubric:

[Minnie Mouse: Self Assessment: Pending \(Due 04/04/2011\)](#)

[Fred Faculty: Pending \(Due 04/04/2011\)](#)

[Your assessment: COMPLETED](#)

Attachments 4

Time Log

Required Hours: 100

Date	Class Info	Activity	Hrs:Mn	Approv
10/24/11	Physics	Tutoring students after school	08:00	<input checked="" type="checkbox"/>
10/26/11	English	Teaching an original lesson	04:00	<input checked="" type="checkbox"/>
04/06/11	Music 102	Spent extra time practicing.	00:00	<input type="checkbox"/>
TOTAL:			12:00	<input type="checkbox"/>

Approve Hours 5

6 [View Demographics](#)

1. To the left, the placement details are displayed (the internship title, the associated course information, school location, grade, subject)
2. The names of the Intern and Supervisor appear as links. Clicking one of these links will open an email window.
3. All assessments for the internship are listed in the center of the page. Assessments will be linked if they are assigned to the Mentor, or if they have been published for viewing by the Mentor.
4. In the Attachments area, work samples that have been posted by the Intern are linked and may be viewed. Attachments can be either LiveText documents or files.
5. The **Time Log** for this placement will display to the right. Hours are entered by the Intern, but the Mentor is able to **Approve** each entry.

FIELD EXPERIENCE MANAGEMENT

To approve an entry, the mentor checks the box to the right of the entry and clicks **Approve Hours**.

To approve all entries or multiple entries at the same time, check the box at the bottom of the **Time Log** to highlight all unapproved entries and click **Approve Hours**.

- The **View Demographics** button will display the demographic information for both the school and the classroom. The Mentor is the only member of the team who is able to edit the demographics in this area.

Demographic data about a placement can be entered at two levels: school and classroom. The School demographic data may have already been populated by the FEM Admin when the school was added. Classroom level demographics can only be entered from this page by the Mentor. It is up to the college or university whether inputting this data is a task that is required of the Mentor. Failing to enter this information will not prevent any other activities related to the placement

Classroom Demographics	
Total Students	0
Ethnic Distribution	#
African American	
American Indian	
Asian	
Hispanic	
Pacific Islander	
White	
Special Programs	#
English Language Learners	
Free Lunch Program	
Students with Disabilities	
Students in Accelerated Programs	

Past Placements

In contrast to both Supervisors and Interns, Mentors have no access to past placements. Once the end date for the placements has elapsed, the placement will no longer be accessible through a Mentor's account. Consequently, it is important that due dates for assessments and other required activities in LiveText are communicated clearly and often to mentors.

FIELD EXPERIENCE MANAGEMENT

Profile

A Mentor account also contains includes a Profile tab. In this area, the Mentor is able to update his or her own personal information. Recall that when a Mentor is added to the Field Experience Module, the FEM Admin can enter their:

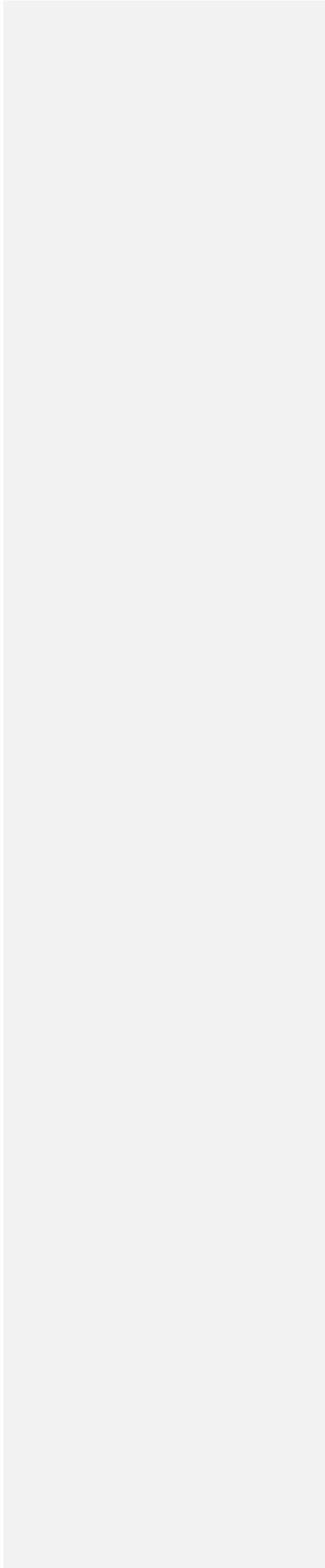
- Phone number
- Email address(es)
- Gender
- Ethnicity
- School, and
- Subject

In the event that any of this information changes but the Mentor maintains their relationship with the institution, this information can all be updated by the Mentor directly, so that the FEM Admin does not have to continually update existing records.

Add New School
Remove

School : <input type="text" value="St Michaels"/>	Role : <input type="checkbox"/> Principal <input type="checkbox"/> Cooperating Teacher <input type="checkbox"/> Onsite Coordinator <input type="checkbox"/> Other <input style="width: 50px;" type="text"/>	Grade * : <input type="text" value="K"/> <input type="text" value="1st"/> <input type="text" value="2nd"/> <input type="text" value="3rd"/> <input type="text" value="4th"/> <input type="text" value="5th"/>	Subject * : <input type="text" value="Mathematics"/> <input type="text" value="Mechanical"/> <input type="text" value="Physics"/> <input type="text" value="Research & Development"/> <input type="text" value="Subject A 0503"/> <input type="text" value="TestDomain"/> <input type="text" value="Zoology"/>
Address : Santa Anna San Diego, CA 87687			
Mentor ID : <input style="width: 100px;" type="text"/>	Special Education Program : <input checked="" type="radio"/> Yes <input type="radio"/> No	Specialization : <input style="width: 150px;" type="text"/>	

FIELD EXPERIENCE MANAGEMENT



Intern

The Intern is the name of the role that corresponds to a C1 Student in LiveText. Existing student users of LiveText receive access to the Field Experience Module when the Placement Coordinator creates an Internship in a course for which they are registered. This causes the Field Experience tab to appear at in the Student/Intern's account.

The primary responsibilities of the Intern are:

- Completing **Placement Requests** when they are required for an internship
- Performing self-assessments when required during a placement
- Submitting any required artifacts or work samples to their Mentor and Supervisor
- Keeping a **Time Log** for each placement to document that they met the required hours

Placements

Placement Requests

Recall that when an Internship is created by the Placement Coordinator, one of the optional settings is whether or not Interns are allowed to submit a **Placement Request**. If the Placement Coordinator selects **Yes**, and the intern belongs to the associated course, then the first step for the Intern is to complete this request.

Under the Placements tab in the Field Experience Module, the first section lists any outstanding **Placement Requests**. To begin, the Intern clicks **Create Placement Request**.

The **Placement Request** form will open, and the Intern enters the following information:

- Current GPA
- Subject they wish to be placed with
- Grade level they wish to be placed with (the Intern is allowed a first, second, and third choice)
- Expectations, Strengths, and Growth. These are all long-text fields in which the Intern can provide qualitative information about what they are seeking in a placement
- Willing to Drive (Yes/No)
- School Preference (one option)



FIELD EXPERIENCE MANAGEMENT

- **Additional Comments.** This is another long-text field which can be used flexibly the college or university (e.g. for second and third choices of school locations).

When the Intern clicks Submit, the Placement Request will be accessible to the Placement Coordinator, who can consider these factors when searching for an appropriate placement for this Intern. The Intern is still able to edit the request until they are assigned to a placement.

View Placement

After the Placement Coordinator assigns the Intern to a placement, the active placement is accessible to the Intern on the lower portion of the **Placements** tab.

When an Intern clicks on the link to view a particular placement (e.g. Placement 1) they will be directed to the **View Placement** page. This is the same shared workspace that is accessed by the Supervisor and Mentor, but the Intern has the ability to edit certain sections that can only be viewed by the other members of the team.

1. To the left, the placement details are displayed (the internship title, the associated course information, school location, grade, subject)
2. The names of the Mentor and Supervisor appear as links. Clicking one of these links will open an email window.
3. All assessments for the internship are listed in the center of the page. Assessments will be linked if they are assigned to the Intern, or if they have been published for viewing by the Intern.
4. In the Attachments area, the Intern is able to post work samples or other artifacts that can be viewed by their Supervisor and Mentor.

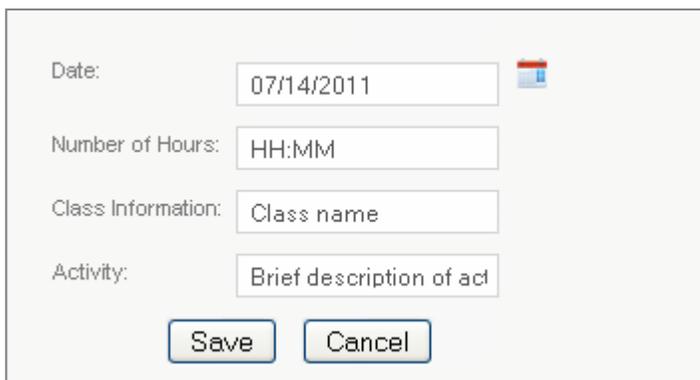
The Intern clicks **Add Attachment**. A hovering window will appear, with two links at the top: LiveText Document and File Attachment.

FIELD EXPERIENCE MANAGEMENT

Selecting LiveText Document will open a Document Chooser, and the Intern can select the LiveText Document(s) they want to attach.

Selecting File Attachment will open the Interns File Manager, and the Intern can either add files already stored in their LiveText account, or upload new files from their computer.

5. The **Time Log** for this placement will display to the right. To add entries, the Intern clicks **Add Hours** and enters the date of the entry, the number of hours logged that day, and a description of the entry.



The screenshot shows a form for adding a time log entry. It contains four input fields: 'Date' with the value '07/14/2011' and a calendar icon; 'Number of Hours' with the placeholder 'HH:MM'; 'Class Information' with the placeholder 'Class name'; and 'Activity' with the placeholder 'Brief description of act'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

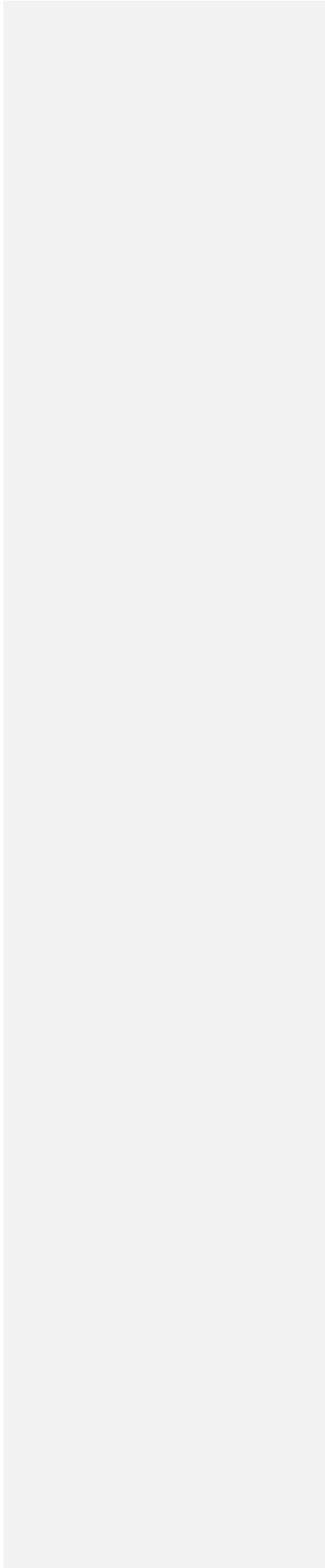
Any entry can be edited until it are approved by the Mentor, at which time the entry is locked.

6. The **View Demographics** button will display the demographic information for both the school and the classroom. The Mentor is the only member of the team who is able to edit the demographics in this area.

Past Placements

The Supervisor always maintains the ability to view placements, even after they are completed. After the end date for a placement has passed, the placement will continue to appear under the Placements tab, but it will be locked for further editing by the Intern.

FIELD EXPERIENCE MANAGEMENT



Assessments

Completing Assessments

Any of the three roles that comprise the “assessment team” for any placement can complete rubric assessments. The member of the team responsible for completing each assessment is determined by the Placement Coordinator at the time that the Internship is created. However, the act of completing an assessment is identical for each of these three roles.

- From the View Placement page, click Your Assessment.



- The rubric for this assessment will open. To select a performance level for each element (row of the rubric), click the corresponding cell beneath the level (column of the rubric).
- To leave a text comment pertaining to a specific element, click the **Add Comment** link for that row and type the comment in the hovering window. Click **Save**.
- To add an overall comment pertaining to the entire assessment, click inside the large text box at the top of the page and type the comment.

Comments And Feedback: Provide any final comments and feedback on the internship experience.

mentor - Emily Thomas							
Rubric	Criteria	5-Outstanding	4-Very Good	3-Satisfactory	2-Needs Improvement	1-Unsatisfactory	Standards
	1. Develops coherent and meaningful goals, plans and learning outcomes that are Add Comment	Candidate has met all of this criteria.	Candidate has met all of this criteria. 2	Candidate has met all of this criteria.	Candidate has met all of this criteria.	Candidate has met all of this criteria.	
	2. Implements a set of sequentially planned procedures for each art lesson/class Add Comment	Candidate has met all of this criteria.	Candidate has met all of this criteria.	Candidate has met all of this criteria.	Candidate has met all of this criteria.	Candidate has met all of this criteria.	

- At the bottom of the page, click **Submit** to complete the assessment, **Save** to return the assessment later, or **Cancel**.



FIELD EXPERIENCE MANAGEMENT

Assessment Status

The due date for each is displayed next to the assessment on the **View Placement** page, along with a **Status**. An assessment will have one of four possible **Statuses** at any given time.

- **Not Started** – The responsible individual has not started the assessment yet, but the due date has not yet passed.
- **Pending** – The responsible individual has started to complete the assessment, but the due date has not yet passed.
- **Overdue** – The assessment may be either in progress or not started, but it has not yet been submitted and the due date has passed. The assessment can still be submitted after the due date.
- **Completed** – The assessment has been completed and submitted.

Viewing Assessments

The status and due date of an assessment will be visible to any user with access to the **View Placement** page. However, whether or not the user is able to open the assessment and review it is determined by the Placement Coordinator at the time the Internship is created. Refer to the **Create Internships** section of this manual for information about how to set and modify the rules for publishing assessments.

Implementing the Field Experience Module

Unlike previous upgrades and features that have been released in LiveText over the years, access to the module is being offered at an additional charge. The reason is that this module is an optional add-on to LiveText which serves a different fundamental need for our members. Previous and future releases to improve the capabilities and performance of our existing assessment and portfolio products will be made available to members without an additional cost.

Student Registrations (per year)	Institution Cost (per year) OR	Student Cost (one-time)
<100 students	\$2500	N/A
100-500 students	\$5000	\$15
>500 students	\$7500	\$15

For specific instructions on next steps for moving forward with the Field Experience Module, contact your LiveText Implementation Coordinator or Educational Consultant