

Steps to follow to complete the EDUC 240 requirement

- Use Section A on the EDUC 240 field experience form to **request** department approval for a field experience project (see attached form).
- **Receive pre-approval from your department (Section B) for any field experience projects.**
- Arrange the field hours with teachers **outside of Rowan County**, due to the fact that Rowan County teachers already provide vast field hours opportunities for MSU students. I have attached a list of nearby schools and related information for you to use (see attachment). The only field projects that could be approved with Rowan County teachers **would be after school projects**, such as tutoring or helping with an academic team, etc.
- Have the field experience provider verify the completed hours on (Section C) of the approved form.
- Write a one page reflection related to your field experience project. The reflection guidelines may vary by department. **Your reflection must be attached to your form and your department will review/initial it as part of the final approval process.**
- Have your completed field experience project approved by your department (Section D).
- Submit completed hours by May 1, 2017 on KY Field Experience Tracking System (KFETS) log in to www.epsb.ky.us and select KFETS from the menu on EPSB Online Services.
- Officially submit by **May 1, 2017** the approved field hour form and reflection to Kristie Williams, the assessment coordinator k.williams@moreheadstate.edu

