

Hours Verification Form Guidelines

UIUC LAS/Education Secondary Education Minor

You are required to complete **50** hours of sustained educational service for admission to the Secondary Teacher Education program. This requirement achieves two goals: 1) You will engage in experiences that foreshadow interactions within a teacher education program. 2) The admissions committees will have a sense of your commitment, potential and skill when they evaluate your candidacy for entry to teacher education.

By virtue of the submission of your application to this program, you also agree to allow the review committees to follow up with the school and supervising teacher if the need arises.

General Requirements

- 1) Age-Appropriate level:** For prospective secondary education minors (Biology, Chemistry, English, Geology/Earth Science, Math, Physics, Social Science/History), you may work with grades 6-12.

- 2) Content Area Requirements:** For prospective secondary education minors, you may work with students in any academic subject.

- 3) 50 hours in an Instructional Setting:** Classroom, lab, after-school tutoring programs, Saturday school are all acceptable to meet this requirement. See Table below for additional information.

- 4) Supervision:** All activities must be supervised by an educator, such as a teacher, guidance counselor, volunteer coordinator, or professional administrator. Upon completion of your hours, the supervisor is required to submit a completed Hours Verification Reference Form (included in this document) as part of your application to teacher education.

Guidelines for Educational and Service Experiences

Setting	Preferred	Less Preferred	Unacceptable for admission
Classroom, Lab, After-school program – 50 hours	<ul style="list-style-type: none"> • You serve students continuously in one or two settings with a supervisor over an extended period of time • You initiate contact with students and actively engaging in teaching and learning exchanges • You note teacher-student interactions that lead to teaching and learning • You develop relationships with teacher and students in the classroom • You target and provide continuous service to an individual student with evidence of improvement • You work in a high-need school, defined as 50% or more free or reduced lunch (i.e. all C-U public high schools are considered high need) 	<ul style="list-style-type: none"> • You serve more than two classrooms with multiple supervisors • You spend little time in any one classroom • You help whoever shows up, such as in a lab or Saturday school • You spend many hours in the classroom for a short amount of time, such as over Spring Break, etc. • You serve students in your home school 	<ul style="list-style-type: none"> • You work in a family members or friend’s classroom • You lack understanding of or ability to explain content area • You do not interact with students, i.e. waiting unsuccessfully for students to ‘show up’ • You serve students in your home school a significant number of hours (general guideline of no more than 12 hours).

Experience Log and Reflection – Student Form

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You will be asked to provide the following information when you apply to the program, which may be several semesters from now. Therefore, you should keep track of your experiences so that you can enter the appropriate information in your application to the program. You must complete at least 50 hours but can complete additional hours beyond the minimum.

Please complete this form for each instructional setting experience and/or supervisor you work with.

Name: _____

UIN: _____

Name of School: _____

City: _____ State: _____ Zip: _____ Phone Number: _____

Name and Title of Supervisor: _____

Grade level(s) and Content Areas: _____

Please indicate the dates you began and ended this experience: _____

How were you able to impact students' learning at this site?

What challenges did you encounter and how did you address them?

Based upon this experience, what goals will you set upon entry to a teacher education program, so that you may better serve students in the future?

Hours Verification Form – Supervisor Reference Form

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Students interested in entering a teacher education program at Illinois must complete 50 hours of experiences in an instructional capacity. Each student is required to have supervision of these experiences. As the supervisor to this student, please answer the following questions to the best of your ability. You must also verify the hours that the student spent in this activity. For example, if the student worked in your classroom or organization, you will need to verify the number of hours he/she spent doing this.

Your responses to the questions below will be read carefully during the admissions process and is an important part of evaluating the student's candidacy for entry to a teacher education program.

Name and Title: _____

Name of Illinois Student: _____

Please verify the number of hours the student worked under your supervision: _____

What qualities/abilities for success in the classroom has the applicant demonstrated? Please cite at least one specific interaction with the applicant that supports this evaluation.

How might the applicant further enhance abilities to serve students in future field experiences?

Overall, would you recommend this student for admission to a teacher education program? YES

NO

Supervisor Signature (electronic is acceptable)

Date
