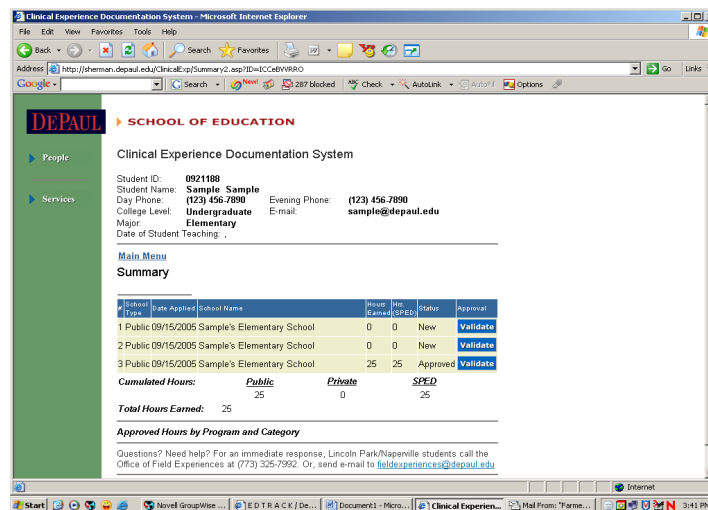


# Field Experience Documentation System

## FEDS 101



Clinical Experience Documentation System - Microsoft Internet Explorer

Address: <http://sherman.depaul.edu/ClinicalExp/Summary2.asp?ID=ICCEBWRRO>

**DEPAUL** SCHOOL OF EDUCATION

Clinical Experience Documentation System

Student ID: 0921188  
Student Name: Sample Sample  
Day Phone: (123) 456-7890 Evening Phone: (123) 456-7890  
College Level: Undergraduate E-mail: sample@depaul.edu  
Major: Elementary  
Date of Student Teaching: .

Main Menu

Summary

School Type	Date Applied	School Name	Hours Earned	Hours SPED	Status	Approval
1	Public 09/15/2005	Sample's Elementary School	0	0	New	Validate
2	Public 09/15/2005	Sample's Elementary School	0	0	New	Validate
3	Public 09/15/2005	Sample's Elementary School	25	25	Approved	Validate

Cumulated Hours: Public 25 Private 0 SPED 25

Total Hours Earned: 25

Approved Hours by Program and Category

Questions? Need help? For an immediate response, Lincoln Park/Naperville students call the Office of Field Experiences at (773) 525-7992. Or, send e-mail to [fieldexperiences@depaul.edu](mailto:fieldexperiences@depaul.edu)

**Field Experiences Handbook.** This handbook may be downloaded at:

**[http://education.depaul.edu/contents/forms\\_pdfs/FieldExp\\_Handbook03.pdf](http://education.depaul.edu/contents/forms_pdfs/FieldExp_Handbook03.pdf)**

In the handbook you will find information Field Experience Policy and Procedures and Student Teaching Policies and Procedures. It includes information on which courses contain field experiences and tips on how to select a site for field experiences. Reading the Field Experience Handbook early in the quarter is highly recommend and may save unnecessary confusion later.

**Field Experience Documentation System (FEDS).** Before going to a school for field experiences, you must enter important information about the school on the FEDS website: **<https://robin.depaul.edu/clinicalexp/login.asp>**

# **BEFORE YOU DO ANYTHING ELSE,** **REGISTER FOR FEDS**

**YOU SHOULD COMPLETE STEPS 1&2  
THE SAME DAY YOU RECEIVE YOUR CAMPUS  
CONNECTION USER ID AND PASSWORD.**

Follow the directions below to log on to the FEDS system and properly document your field experience hours.

## 1. Logging On

- Log onto [www.education.depaul.edu](http://www.education.depaul.edu)
- Click on “For Current Students”
- On the left side of the page, click on “Student Services”
- Scroll to the bottom of the page, click on “Field Experience Documentation System (FEDS)”
- The following screen should appear. Please enter your Campus Connect user ID and password and click on “Enter Field Experience Documentation System”.

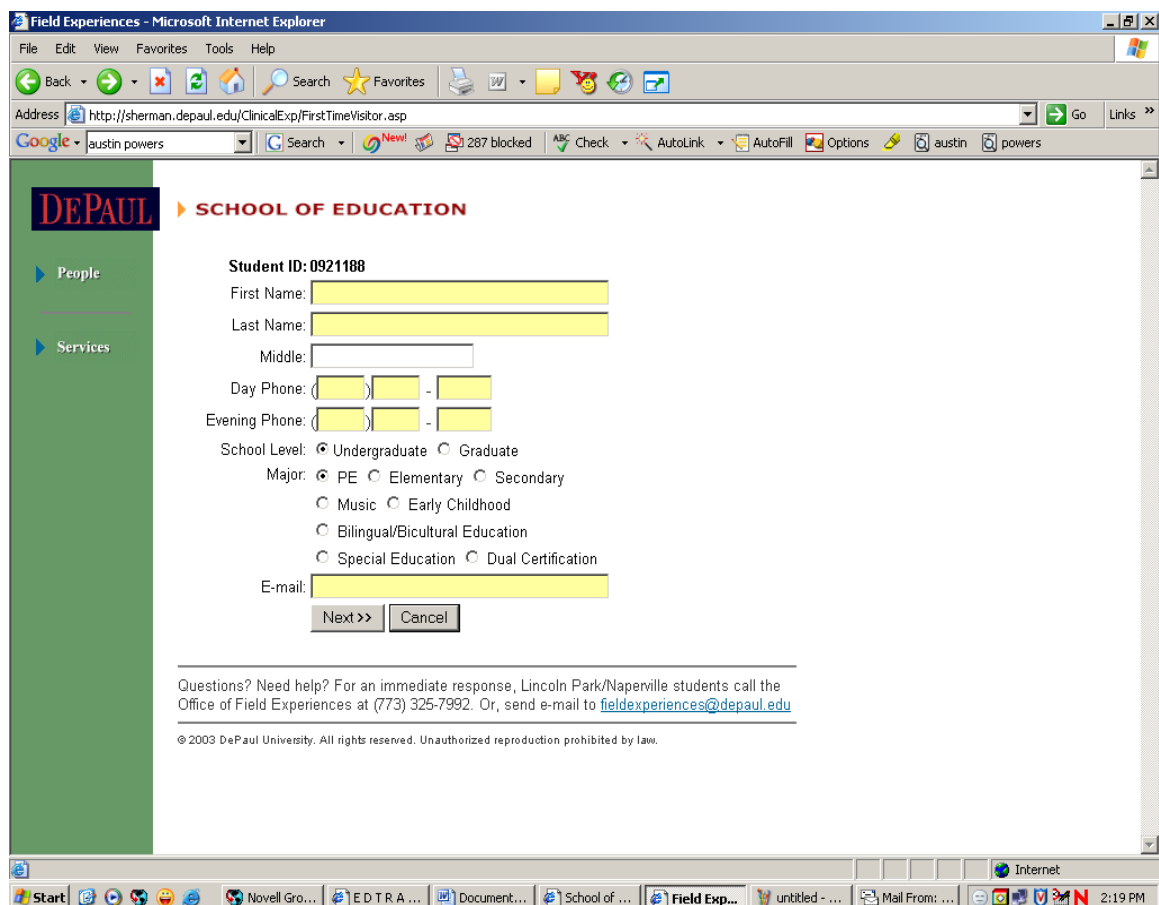
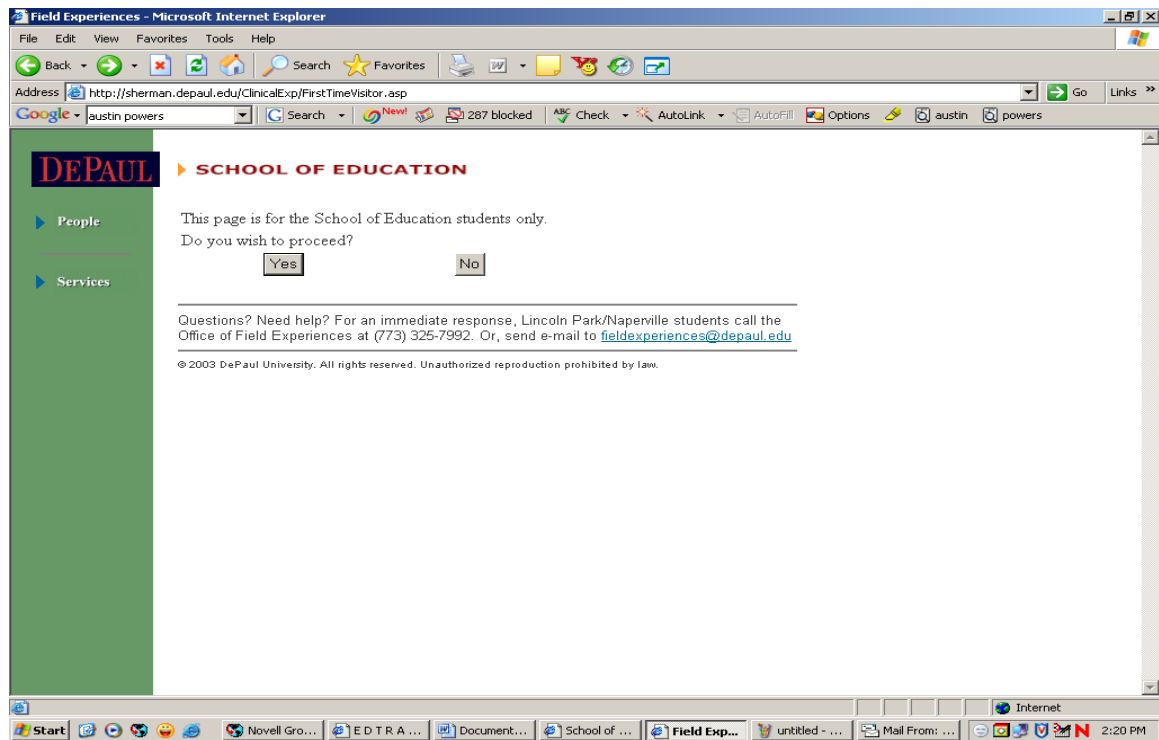
The screenshot shows a Microsoft Internet Explorer browser window displaying the login page for the Field Experience Documentation System at DePaul University. The browser's address bar shows the URL: <https://robin.depaul.edu/clinicalexp/login.asp>. The page features the DePaul University logo and the text "SCHOOL OF EDUCATION". A left-hand navigation menu includes "People" and "Services". The main content area is titled "Field Experience Documentation System" and includes a section "How This Works" with the following instructions:

- You need to enter your Campus Connection User ID and your password issued for web services by [ID Card Services](#).
- Next, indicate student or faculty.
- Click "Enter Field Experience Documentation System".

Below the instructions are two input fields: "User ID:" and "\*Password:". A note states: "New students need to use your campus connection password." There are radio buttons for "Student" (selected) and "Staff/Faculty". A large button labeled "Enter Field Experience Documentation System" is positioned below the radio buttons. At the bottom of the page, there is contact information for the Office of Field Experiences, including a phone number (773) 325-7992 and an email address [fieldexperiences@depaul.edu](mailto:fieldexperiences@depaul.edu). The footer contains the copyright notice: "© 2003 DePaul University. All rights reserved. Unauthorized reproduction prohibited by law." The Windows taskbar at the bottom shows several open applications, including "Novell Gro...", "ED T R A...", "Document...", "School of...", "Clinical E...", "untitled -...", and "Mail From: ...". The system clock indicates the time is 2:20 PM.

## 2. Registering

The screens below are illustrations of the registration process. Once you have logged in, follow the prompts and fill in all the required information. Please note: if you have accessed FEDS in the past, you may proceed to step #3.



### 3. The Summary Page

The next screen, shown below, is referred to as the Summary Page. Read the provided directions carefully. If you are entering information for a new experience, click on “Enter Information for New Clinical Experience”. Additional directions for entering new experiences are below. Please note the Summary at the bottom of this page. Once you enter the hours, this screen will reflect those hours and their current status. In addition, you can update your student teaching quarter and year on this screen.

The screenshot shows a web browser window titled "Clinical Experience Documentation System - Microsoft Internet Explorer". The address bar shows the URL: <http://sherman.depaul.edu/ClinicalExp/Summary.asp>. The page content includes:

- Services** (left sidebar)
- Student Information:**
  - Student ID: 0921188 (with "Update Student Information" button)
  - Student Name: Sample Sample
  - Date of Student Teaching: Autumn 2007 (with "Update" button)
  - Note: (If your quarter/year for student teaching changes, please update here.)
- Directions:**
  1. Enter the school into the Clinical Experience Documentation System(CEDS).
  2. Print the Summary and get it signed by the classroom teacher or DePaul instructor.
  3. Enter CEDS again and write a reflection on that experience.
  4. Make a copy of the signed Summary for your records, and turn the original in to the Office of Field Experiences.

Once you have turned in your signed Summary **and** written your reflection, your experience will be validated by the Office of Field Experiences.
- Enter information for New Clinical Experience** (link)
- Summary**
  - Update or Reflect on Clinical Experience**
  - After you have completed the experience at a school, summarize and reflect upon your experience. Click on the record number of the school to update its information; click on "Reflect" to write your reflection.
- Table:**

School Type	Date Applied	School Name	Hours Earned	Hrs. (SPED)	Signature Approval	Reflection
<b>Cumulated Hours:</b>			<b>Public</b>	<b>Private</b>	<b>SPED</b>	
			0	0	0	
<b>Total Hours Earned:</b>			0			
- Footer:**
  - Questions? Need help? For an immediate response, Lincoln Park/Naperville students call the Office of Field Experiences at (773) 325-7992. Or, send e-mail to [fieldexperiences@depaul.edu](mailto:fieldexperiences@depaul.edu)
  - © 2003 DePaul University. All rights reserved. Unauthorized reproduction prohibited by law.

#### 4. Documenting the Experience

The next screen is posted below. We've included a sample for your reference. Please note that this is only a sample and the experiences you enter will differ depending your specific program, experience, and course. The information entered should accurately reflect the experience you completed. Once the information is entered, you will click "Submit". If you completed hours for special education credit, it is vital that you check one of the three options under the "Exceptional Child" heading. Marking one of the options allows the system to separate the special education hours from the regular education hours.

The screenshot shows a Microsoft Internet Explorer browser window displaying a form titled "Clinical Experiences - Microsoft Internet Explorer". The browser's address bar shows the URL "http://sherman.depaul.edu/ClinicalExp/NewExp.asp". The form is for a student named "Sample Sample" with ID "0921188", who applied on "09/15/2005". The form fields include:

- School Name:** Sample's Elementary School
- School Address:** 1234 Sample Lane
- (City/State/Zip):** Chicago, IL, 60614
- School Phone#:** (123) 456-7890
- School Type:** Public  Private
- Grade Level Contact (check all applicable):** PreK  K  1  2  3  4  5  6  7  8  9  10  11  12  Non-Graded
- Type of Experience (check all applicable):** Tutoring  Class Management  Small Group  Bilingual/TESL  Whole Class  Observation  Special ED.  Multicultural  (If this experience broadened your experience with other cultures) Other
- Field Experience Information:** Specific Program: Elementary (dropdown) Program Category: (dropdown)
- Exceptional Child:** Self-contained:  Resource:  Inclusion:
- Date of Attendance:** Beginning Date: 9 / 7 / 2005 Ending Date: 11 / 1 / 2005

The browser's taskbar at the bottom shows several open applications, including "Novell Gro...", "ED T R A...", "Document...", "School of...", "Clinical E...", "untitled - ...", and "Mail From: ...". The system clock shows "2:18 PM".

## 5. Entering the Specific Number of Hours

The next screen displays the school site information you previously entered. The next step is to enter the exact number of hours you spent at that location. To do this you:

- Find the name of the school for which you are reporting hours.
- Click on the "Reflect" icon to the right of the school name
- On the next screen, below the school information, you will see a box that next to "Hours Earned", enter the number of clock hours you spent at that school in the box.
- Click on "Submit and Return to Summary"

**\*\*Note: Students are NOT required to submit a reflection in the space provided on this screen!\*\***

Field Experiences - Microsoft Internet Explorer

Address: <http://sherman.depaul.edu/ClinicalExp/Reflection.asp?EID=41854>

**DEPAUL** SCHOOL OF EDUCATION

### Field Experience Documentation System

**Important Notes to Remember:**  
Your written reflection should contain insights, new understandings, acquired skills or focused topics you have included and learned from your field experience. Your discussion should include, but not limited to the following: How theory supports your field observations. Were students actively transformed through learning? How?  
***If your field experience has been part of a course and you wrote a reflection paper about these experiences, you may duplicate it below***

---

Applied Date: 9/15/2005  
School Name: Sample's Elementary School  
School Address: 1234 Sample Lane  
(City/State/Zip): Chicago/IL/60614  
School Phone#: (123)456-7890  
School Type: Public

---

**Click Submit at the bottom of the page when you've completed your Reflection.**

Hours Earned:

Reflection: (To prevent loss of data due to unexpected errors, we strongly recommend entering your reflection information in a word editor such as **MS Word** and then copy/paste this information to the box below. Each field experience reflection is a professional document. Each professional is encouraged to use spell check or a dictionary.)

Done

Start | Novell GroupWise ... | Field Experience... | Document1 - Micro... | School of Educatio... | Mail From: "Farme... | 2:47 PM

## 6. Signatures

By clicking on “Submit and Return to Summary” you will return to the Summary page, only now you will see the number of hours completed you completed. If you checked a box in the “Exceptional Child” category, you will also see the number of special education hours you completed in a separate column. The next step is to print this screen and have the hours signed by the cooperating teacher or your course instructor.

To document a field experience you must:

1. Enter the school into the Field Experience Documentation System (FEDS).
2. Print this Summary page and get it signed by the classroom teacher or DePaul instructor.
3. Enter FEDS again and write a reflection on that experience.
4. Make a copy of the signed Summary for your records, and turn the original in to the Office of Field Experiences.

Once you have turned in your signed Summary **and** written your reflection, your experience will be validated by the Office of Field Experiences.

[View Recommendation List](#)

[Enter information for New Field Experience](#)

**Update or Reflect on Field Experience**  
After you have completed the experience at a school, summarize and reflect upon your experience. Click on the record number of the school to update its information, click on "Reflect" to write your reflection.

School Type	Date Applied	School Name	Hours Earned	Hrs. (SPED)/Approval	Signature	Reflection
1	Public 09/15/2005	Sample's Elementary School	0	0		<a href="#">Reflect</a>
Grade Levels: 3-5 Type of Experience: Tutoring, Whole Class, Observation, Special Education, Multi Cultural						
2	Public 09/15/2005	Sample's Elementary School	0	0		<a href="#">Reflect</a>
Grade Levels: 3-5 Type of Experience: Tutoring, Whole Class, Observation, Special Education, Multi Cultural						
3	Public 09/15/2005	Sample's Elementary School	25	25		<a href="#">Reflect</a>
Grade Levels: 3-5 Type of Experience: Tutoring, Whole Class, Observation, Special Education, Multi Cultural						

<b>Cumulated Hours:</b>	<b>Public</b>	<b>Private</b>	<b>SPED</b>
	0	0	0
<b>Total Hours Earned:</b>	0		

Questions? Need help? For an immediate response, Lincoln Park/Hanoverville students call the...

*Please note that in the example provided, the only School that is eligible for signature is the 3<sup>rd</sup> entry. The other two options do not have the number of hours completed at the school displayed. Therefore, the Summary Page cannot be signed until the hours are posted on this screen.*

## 7. Submitting your Signed Summary Page

Once the Summary Page has been signed, you will submit it to the Office of Field Experiences, SAC 481B or fax to (773) 325-4744. Next, a representative from the office will verify your experience and approve your hours within two business days. Below is a picture of a screen with approved hours. If you submit the signed Summary Page, but your hours are not approved, you should email [fieldexperiences@depaul.edu](mailto:fieldexperiences@depaul.edu) immediately to inquire.

The screenshot shows a web browser window displaying the 'Clinical Experience Documentation System' for a student named 'Sample Sample'. The page includes a navigation menu on the left with 'People' and 'Services' options. The main content area displays the student's information and a summary table of their clinical experiences.

**DEPAUL SCHOOL OF EDUCATION**

**Clinical Experience Documentation System**

Student ID: **0921188**  
Student Name: **Sample Sample**  
Day Phone: **(123) 456-7890** Evening Phone: **(123) 456-7890**  
College Level: **Undergraduate** E-mail: **sample@depaul.edu**  
Major: **Elementary**  
Date of Student Teaching: .

[Main Menu](#)

**Summary**

#	School Type	Date Applied	School Name	Hours Earned	Hrs. (SPED)	Status	Approval
1	Public	09/15/2005	Sample's Elementary School	0	0	New	<a href="#">Validate</a>
2	Public	09/15/2005	Sample's Elementary School	0	0	New	<a href="#">Validate</a>
3	Public	09/15/2005	Sample's Elementary School	25	25	Approved	<a href="#">Validate</a>

**Cumulated Hours:**

	<b>Public</b>	<b>Private</b>	<b>SPED</b>
	25	0	25

**Total Hours Earned:** 25

**Approved Hours by Program and Category**

Questions? Need help? For an immediate response, Lincoln Park/Naperville students call the Office of Field Experiences at (773) 325-7992. Or, send e-mail to [fieldexperiences@depaul.edu](mailto:fieldexperiences@depaul.edu)