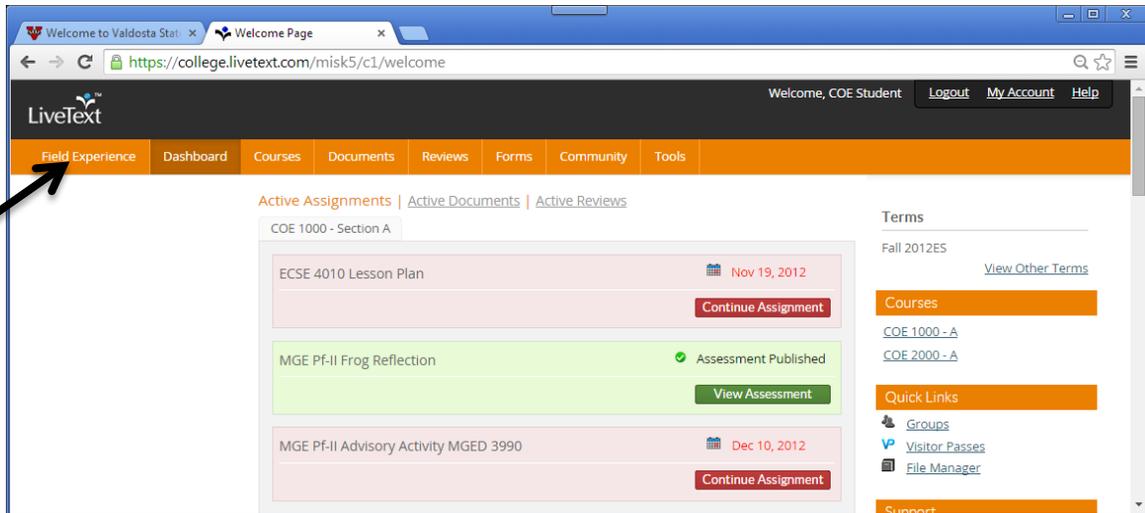


Field Experience (For Interns)

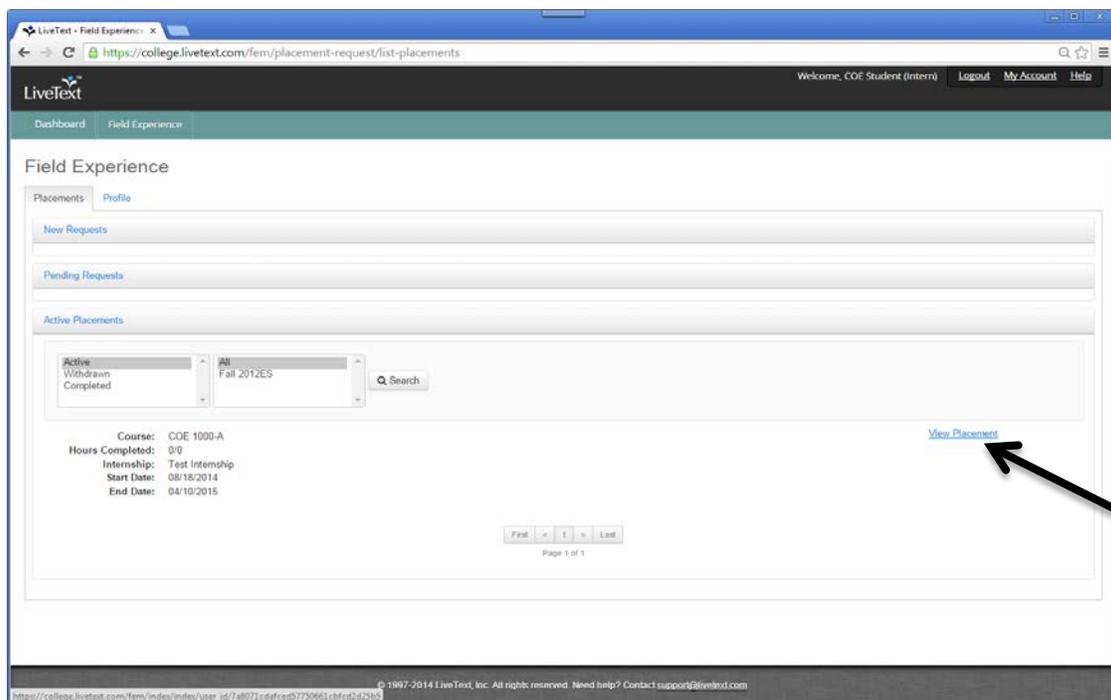
The intern is the name of the role that corresponds to a student user in LiveText. To access the field experience module,

- Go to www.LiveText.com
- Log into your LiveText account

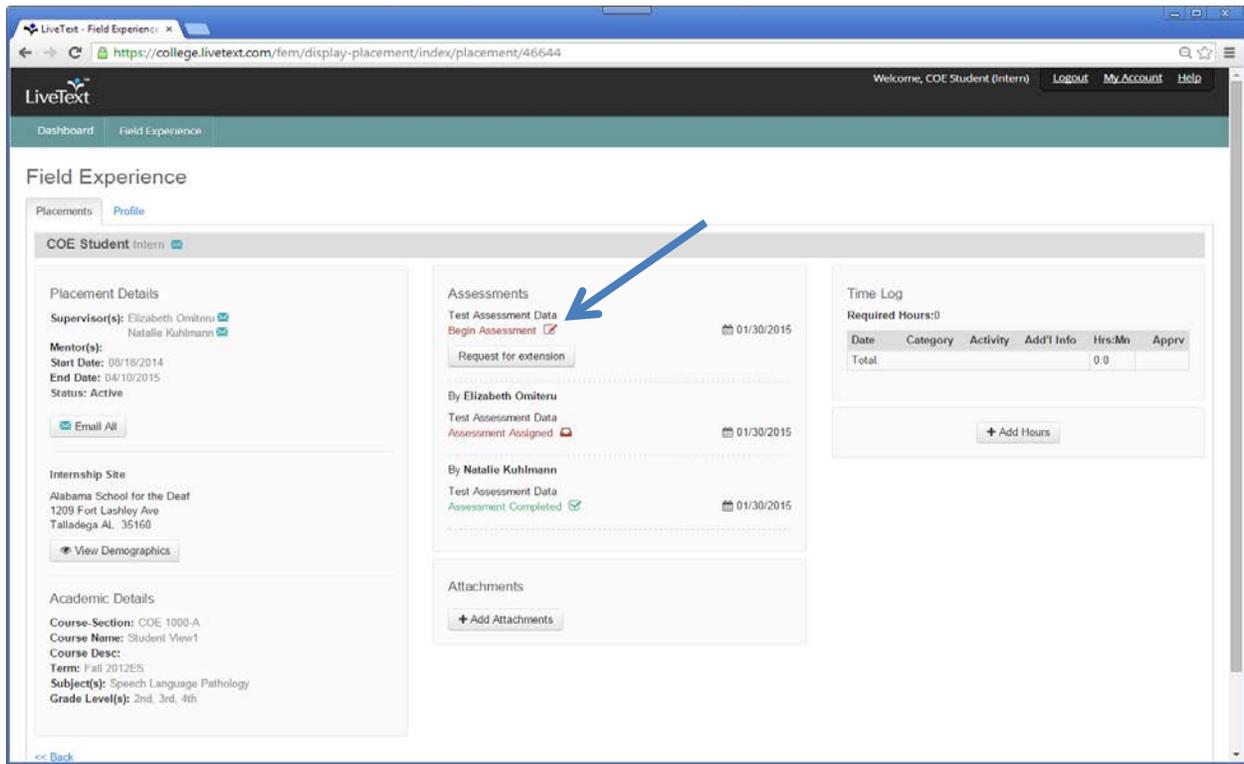
Click on the “Field Experience” tab (see below)



Click on “View Placement” to see all activities associated with your placement



The placement page is accessible to your mentors and supervisors. Use this page to manage all key activities associated with your placement. From this page, interns can send emails to mentors, supervisors or complete assessment rubrics etc.)



Completing Rubric Assessments

- From the View Placement page, click **Begin Assessment** (or **Continue Assessment** if returning to an earlier saved assessment. **See Blue Arrow**).



- The rubric 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 (**See Orange Arrows**) 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 (**See Black Arrow**)

Comments And Feedback:

Provide any final comments and feedback on the internship experience.

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▼ Civic Knowledge and Engagement Show/Hide Rubric Descriptions

	4 Capstone (4 pts)	3 Milestones (3 pts)	2 Milestones (2 pts)	1 Benchmark (1 pts)
Diversity of Communities and Cultures NCATE-2007.42, NY-LEMOYNE-TEAC.4	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.
Analysis of Knowledge NCATE-2007.42, NY-LEMOYNE-TEAC.6	Demonstrates evidence of adjustment in own work of co other	Demonstrates evidence of adjustment in own work of co other	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.
Civic-Identity and Commitment NCATE-2007.46	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.
Civic	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.

Comment

Type comments here...

Submit Cancel

2

1

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



Undoing Assessments

Any user who makes an error when submitting an assessment or wishes to revise an assessment after it has already been submitted can **Undo** their assessment. This will move the assessment from **Completed** status back to **Pending** status. All of the comments and scores will be retained, but the user can make changes and resubmit

- Click on the green **View Completed** link corresponding to the assessment.
- At the bottom right corner of the screen, click on the **Undo Assessment** button.

