

Field Experience (For Mentors)

The Field Experience Module offers an online process for saving and monitoring placements.

If you are a mentor this semester, you have received an automated email from the College of Education and Human Services (see below)

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: [SECURE PASSWORD]
Thank you for the contributions you will make to your mentee's professional development.

You may reset the account password to something you will easily remember by:

- Clicking **My Account** in the upper right corner
- Clicking **Change Password**
- Entering the old password, then entering and confirming a new password

To view placements

- To the left, the placement details are displayed (the internship title, the associated course information, site location, grade, and subject).
- The **View Demographics** button will display the demographic information for both the site and the classroom. The Mentor is the only member of the team who is able to edit the demographics in this area.
- The names of the Intern and Supervisor appear as links. Clicking one of these links will open an email window.

Field Experience

Placements Profile

Basics Demo Fourteen

1 Student: Basics Demo Fourteen
Supervisor: HU105 Sample
Start date: 12/31/2011
End date: 12/31/2012

3 [Email All](#)

Internship Site
123 Nowhere Man , Nowhere Land, AK-XXXXX

2 [View Demographics](#)

Academic Details
Course: Basics Demonstration
Course #: LiveText Basics
Course Desc:
Term: LTCAC11
Teaching Field: World History
Grade Level: 12th

4 Assessments

Community Knowledge and Engagement Rubric 12/30/2012
[Continue >](#)

By Basics Demo Fourteen
Community Knowledge and Engagement Rubric 12/30/2012
[View Completed >](#)

By HU105 Sample
Community Knowledge and Engagement Rubric 12/30/2012
[View Completed >](#)

5 Attachments

[Developmental Rubric.png](#)

6 Time Log

Required Hours: 80

Date	Class Info	Activity	Hrs:Mn	Apprv
03/29/12	10th Grade	Science lab	03:00	<input checked="" type="checkbox"/>
04/02/12	Working with students	lab	03:00	<input checked="" type="checkbox"/>
04/12/12	Chemistry Planning	Lesson	08:00	<input checked="" type="checkbox"/>
04/13/12	11th Grade	Study Session	04:00	<input type="checkbox"/>
04/17/12	Physics	Teaching	03:00	<input type="checkbox"/>
04/19/12	Chemistry	Teaching	03:00	<input type="checkbox"/>
04/23/12	After School	Science Olympiad Program meeting	04:00	<input type="checkbox"/>
TOTAL:			28:00	<input type="checkbox"/>

[Approve Hours](#)

Completing Rubric Assessments

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



- 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 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: 3

Provide any final comments and feedback on the internship experience.

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-2007.4a, 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. 1	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-2007.4a, NY-LEMOYNE-TEAC.6 2	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.	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-2007.4c	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

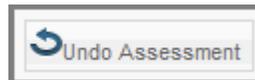
- At the bottom of the page, click **Submit** to complete the assessment, **Save** to return the assessment later, or **Cancel**.



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.



Reference

LiveText Inc. (2014). Training Resources