

**Service Work Experience Form A**

A minimum of 100 hours of supervised work experience with children or youth in advocacy roles is required for admission to Phase I or PDS of the Teacher Education Program at Emporia State University. These 100 hours must be of supervised work experience with children or youth in advocacy roles. As many as 50 hours of supervised university teaching experience (eg. freshman science labs, etc.) can be accepted in fulfilling this requirement. These hours must be documented. This form is to be completed and utilized by each on-site supervisor as documentation for the work experience. Note: Form A and B should be submitted for Phase I or PDS.

I verify that \_\_\_\_\_ has completed \_\_\_\_\_ during  
(student's name) (total hours)  
\_\_\_\_\_ at \_\_\_\_\_,  
(date/s) (name of facility/organization)  
\_\_\_\_\_  
(street) (city/state/zip) (phone)

He/She participated in the following capacities while at our facilities: (place an X by all that apply)

- \_\_\_\_\_ paid employee \_\_\_\_\_ unpaid volunteer
- \_\_\_\_\_ supervised children (ages)
- \_\_\_\_\_ provided individual instruction (ages)
- \_\_\_\_\_ provided small group instruction (ages)
- \_\_\_\_\_ provided large group instruction (ages)
- \_\_\_\_\_ worked with children with physical or mental disabilities (ages)
- \_\_\_\_\_ worked with children of diverse racial or ethnic background (ages)
- \_\_\_\_\_ worked with children of poverty or low socioeconomic status (ages)
- \_\_\_\_\_ other experiences and/or additional descriptions: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

This person's ability to work with the population of children and/or youth served at this facility was: (place an X by one that applies)

\_\_\_\_\_ outstanding \_\_\_\_\_ satisfactory \_\_\_\_\_ less than satisfactory

Please add additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's signature (date)

**Service Work Experience Form B**

Name \_\_\_\_\_ Date \_\_\_\_\_

Please type in the following: Elem./Sec./Dual \_\_\_\_\_

The documentation sheets (Service Work Experience Forms A and B) should be submitted with Phase I or PDS application for the Teacher Education Program at ESU and must show evidence of a minimum of 100 hours of service work experience. These 100 hours must be of supervised work experience with children or youth in advocacy roles. As many as 50 hours of supervised teaching experience (eg. freshman science labs, etc.) can be accepted in fulfilling this requirement. These hours must be documented. Tally the total number of hours of service work experience for each category. Use the last column to specify at-risk and/or diverse population groups (ex. specific cultural groups, low-income, children with physical or mental disabilities).

	Unpaid (hours)	Paid Work (hours)	Diverse/At Risk (specify groups)
<b>Educational</b>			
Early Childhood birth-2			
Early Childhood age 2-5			
Elementary K-5			
Middle School 6-8			
High School 9-12			
<b>Social</b>			
Healthcare Services			
City Youth Center			
Food Bank			
Clothing Bank			
Homeless Shelter			
Other			
<b>Legal</b>			
Youth Detention			
Youth Court			
Other			
<b>Outside School Organizations</b>			
Youth Organization			
Church/Sunday School			
Camps			
Recreation Commission			
Playground Supervisor			
Other			
<b>Total Hours</b>			