**Service Work Experience Documentation**

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)