

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)