

To fulfill the required Level I Observation hours, please refer to the following guidelines:

Mandatory Level I Hours:

At least 20 of the 30 required Level I hours must be fulfilled through classroom observation in public or private school settings at the middle and high school levels—10 observation hours at the middle school level and 10 at the high school level. However, **ALL 30** Level I hours may be fulfilled in the secondary-level English/Language Arts classroom. **These 30 self-initiated hours DO NOT include those (additional 30) that are completed through other coursework, though you may use the same contacts if appropriate.**

Optional Level I Hours:

Students may optionally choose to fulfill **up to 10 Level I hours** through participation in or observation of other literacy-relevant settings, for example, serving as an Instructional Assistant (IA) with an identified English professor for one semester, working as a writing tutor at the Learning Center, or participating in the Trojan/Raider Partnership at Chambersburg Area Senior High School. Other opportunities must be discussed with an English certification faculty member for approval. Look for emails regarding additional venues for participation as well.

Contacts for Level I Classroom Observation Hours:

All English certification students must contact their English advisors regarding contact and placement information for the required classroom observation hours. Students will work through their advisors to find suitable placements for these hours. Students not already advised by an English certification faculty member should contact Dr. Crochunis, Dr. Galioto, Dr. Mortimore, or Dr. Shiffman for further placement assistance.

Recording Your Level I Hours:

To record your Level I hours, you must obtain the signatures of all the educators with whom you work and fill out the necessary information on the recording sheet titled "Record of Level I Field Experiences." Please take detailed field notes of your experiences either while you are observing or immediately following your participation in the literacy-relevant event. Then use these notes to write at least one page of reflective writing on each specific type of experience you have. You are encouraged to refer to pedagogical issues such as instructional procedure, classroom management, planning and pacing of lessons, evaluation and assessment, student work, student/teacher relationship, and teacher philosophy in each write-up (question prompts are available for these). Upload your reflections in LiveText and indicate where, when, and with whom your experiences took place. Once your reflections have been uploaded, you may schedule a meeting with one of the English certification faculty members.

Using LiveText:

- 1) Go to "My Work" and "Create."
- 2) Then "Shippensburg Projects" and "Field Experience Log."
- 3) Title it "Level I Hours."
- 4) Hit "Edit Document" at the top.
- 5) Click the check box in front of your title.
- 6) Click "Edit" on the right side.
- 7) Then you can input the information about your experiences and either copy and paste or attach your reflections.
- 8) Hit "Save" at the bottom and "Finish" at the top.
- 9) Finally, "Submit for Review" to **YOUR ADVISOR'S USERNAME.**

Completing the Level I Hours Requirement:

During your appointment, the English certification faculty member will read your field notes and your reflections in LiveText to generate conversation about your experiences. You will turn in your recording sheets complete with signatures. The English certification faculty member will then contact the Office of Field Services to indicate your completion of the requirement.