
Classroom Teacher/Site Supervisor Instructions:

For completing the Clinical Experience Documentation Form:

**WITH A #2 PENCIL ONLY. PRINT ALL WORDS AND FILL IN ALL
APPROPRIATE CIRCLES AND LINES**

1. Students name and University ID
2. Building/Agency Name - Print name of clinical experience school or site and city.
3. Clock hours rounded to nearest hour. All blanks should be filled in.
(ex. 25 clock hours would be 025)
4. **For those forms which have NOT had the information in the top right section pre-printed, please provide the following information by filling in the appropriate circles**

YYS This is the year and semester for the course.
See codes in bottom right column of this page.

DPT This is the **department** code number of the course.
See codes in right column of this page.

CRS# This is the **course** number.
For example:
C&I **210.00** or
SED **245.06**

SECT This is the **section** number of the course.
For example:
001 or
090

5. **Please have the student return the documentation form to the course instructor or the Office of Clinical Experiences and Certification Processes.**

DEPARTMENT CODE NUMBERS

COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY

- 502 = Agriculture
- 506 = Family and Consumer Sciences
- 510 = Industrial Technology
- 512 = Health, Physical Education, Recreation and Dance
- 522 = Health Sciences

COLLEGE OF ARTS AND SCIENCES

- 412 = Biological Sciences
- 416 = Chemistry
- 448 = Communication
- 424 = English
- 430 = Foreign Languages
- 440 = Geography-Geology
- 442 = History
- 452 = Mathematics
- 456 = Physics
- 462 = Psychology
- 472 = Speech, Pathology, Audiology
- 410 = Social Sciences

COLLEGE OF BUSINESS

- 556 = Business Education & Administration

COLLEGE OF EDUCATION

- 533 = Curriculum and Instruction (ELE, JHS, ECE)
- 590 = Educational Administration & Foundations
- 591 = Specialized Educational Development

COLLEGE OF FINE ARTS

- 562 = Art
- 566 = Music
- 570 = Theatre

YEAR AND SEMESTER COURSE TAKEN:

YEAR = The last two digits of the current calendar year:

SEMESTER: 1 = Spring Semester, 2 = Summer Session, 4 = Fall Semester

EXAMPLE: A course taken in the Spring Semester of 2009 would be 091.

See Reverse Side for District Code Information