

## Harris-Stowe State University Teacher Education Department



### Sixty Clock Hour Classroom Aide Experience Documentation

The sixty-clock hour classroom aide experience is designed to provide students with the opportunity to assist teachers/other professionals in classroom/other related-structured settings. Successful performance during this experience satisfies the 60-clock hour classroom aide requirement of the clinical/field experiences component of each of the degree programs. Students with work related experiences would address this requirement by providing appropriate documentation. (Instructions listed below) Students choose the classroom (infancy through 12<sup>th</sup> grade) in which they wish to work. The specific grade, school location, and hours available are all important considerations in the selection process. (Faculty Mentor Groups: *Recruitment & Preparation* and *Induction* are available for assistance). Activities and responsibilities vary depending on the grade level and individual teacher. Students may work in small group settings or in one-on-one situations, as well as help grade papers, set up bulletin boards, or prepare any special projects as assigned by the teacher. The development of a bond between HSSU students and infants/children/youth is the major outcome of this experience. There is never a shortage of work to be done and the teachers are grateful to have the help!

Students with work related experiences will complete the following Student Log form and obtain the required signatures from appropriate supervisors. (Work related experiences must have occurred within a five-year period)

#### Notes:

1. All agency/school requirements for volunteer classroom aide activities must be completed.i.e. Orientation sessions; TB and criminal background clearances, etc.
2. Approval is required before beginning the classroom aide experience.
3. Introductory letter to administrator and teachers available in department office.
4. Faculty will list approved documentation in the web-based assessment system, True Outcomes.
5. Students will list their evaluations/reflections in the Co-Curricular section of True Outcomes. (Faculty Mentor Groups available for assistance)

**Sixty Clock Hour Classroom Aide Experience Documentation**  
**Student Log**

Student's Name: \_\_\_\_\_ ID Number \_\_\_\_\_

School/Agency: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Cooperating Teacher/Supervisor: \_\_\_\_\_

Approved Experience: \_\_\_\_\_  
(Faculty/Dean of Teacher Education Signature)

Sample Format

| Date | Hours Completed | Activities | Teacher/Supervisor's Signature |
|------|-----------------|------------|--------------------------------|
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|      |                 |            |                                |

Student Signature: \_\_\_\_\_

Faculty/Dean of Teacher Education Signature: \_\_\_\_\_