Clinical Field Experience Verification Form in TaskStream

https://www.taskstream.com/ts/jett4/GCUFormVideo (hyperlink to video tutorial)

The Clinical Field Experience form is located after the course directions as shown below. There are 2 ways to access the form to complete:

1. Select "Complete Form" or

2. Select "Add: Form" on the TaskStream tool bar at the bottom of the workspace."

Use Tab to complete each section required. You can use "save draft" at any time and go back to the form as needed:

□ GCU Teacher Candidate Attestation   Save Draft

1, the above named GCU Teacher Candidate attest this submission is accurate, true and in compliance with GCU policy guidelines, to the best of my ability to do so.

NOTE: Teacher candidates who engage in fabricating, falsifying, forging, altering, or inventing information regarding field experiences and/or the log may be subject to sanctions for violating GCU academic integrity policies, which may include expulsion from GCU.

Please type the date and Teacher Candidate's name in the area below.

Date: **Teacher Candidate's Name:**

(Max chars: 500)   ● 0   Count   (Max chars: 500)   ● 0   Count

Contact Person (Optional)   Save Draft

Type the name of the contact person.

Date: **Contact Person's Name:**

(Max chars: 500)   ● 0   Count   (Max chars: 500)   ● 0   Count

Cancel   Check Spelling   Print   Save Draft   Save and Return

3. When form is complete select "Save Draft". Review it for accuracy.
4. When the form is completed, select "Save and Return"

TO PRINT AND GET FORM SIGNED:

1. After saving the form then select "Print"

2. You next will Select "File and "Print" option:
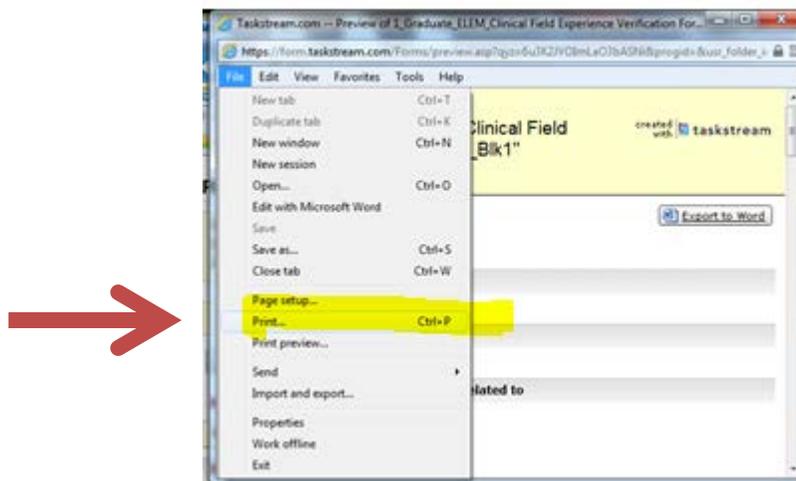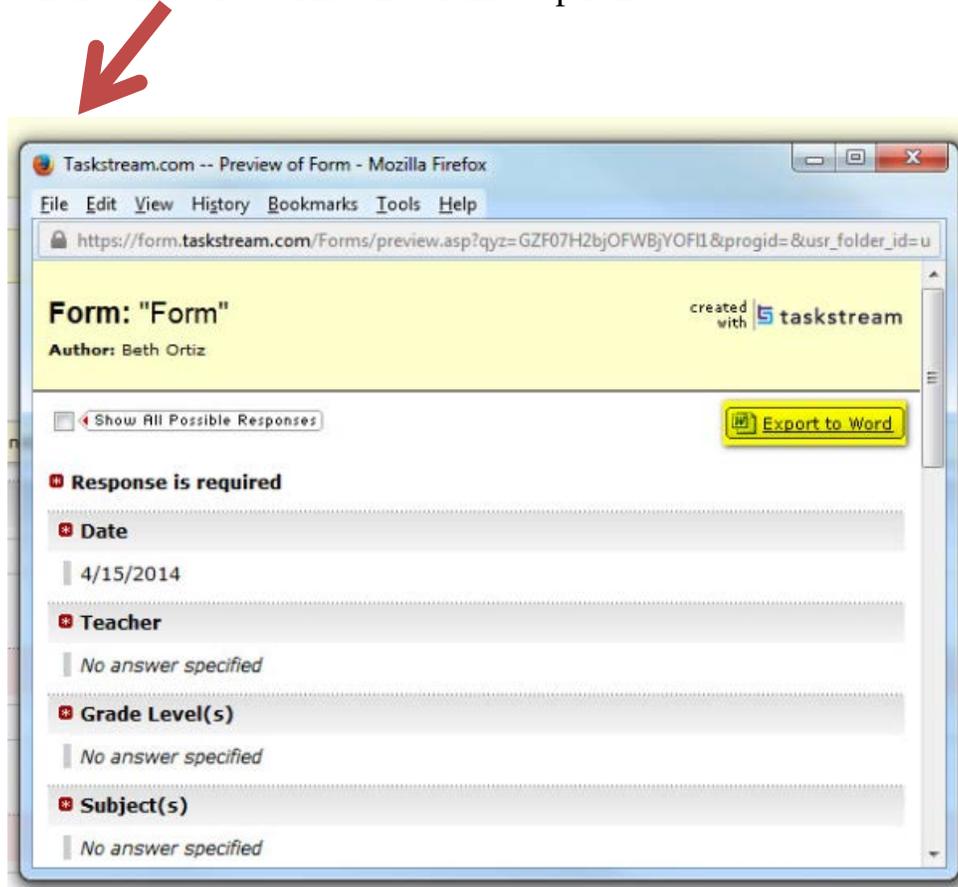
Obtain signatures on the printed form, scan the document and save to your computer.

4. Attach the scanned Clinical Field Experience form by selecting "Attachments"

Add: Text & Image | Slideshow | Standards | Attachments | Videos | Links | Embed Media

5. Use "Browse" and select the saved file:

Add New Attachment

Select File:

⦿ A file saved on your computer

[   ] Browse...

○ Attach a previously uploaded file

○ An artifact created in Taskstream (Lesson, Folio, etc.)

Name File:

[   ]

Description: (Optional)

[   ]

Attach Standards: (Optional)

☐ Attach standards to this file

Check Spelling | Add File

6. When the Benchmark Assignment is also required, be sure to upload the assignment including "Rationale," "Select from standards provided," and "Attach assignment."

The directions for these processes are located in the Student Success Center at the following:

http://www.gcu.edu/College-of-Education/Program-Essentials/Taskstream.php

1. Rationale:

2. Select from standards provided:

Attach assignment

Add: Form | Text & Image | Slideshow | Standards | Attachments | Videos | Links
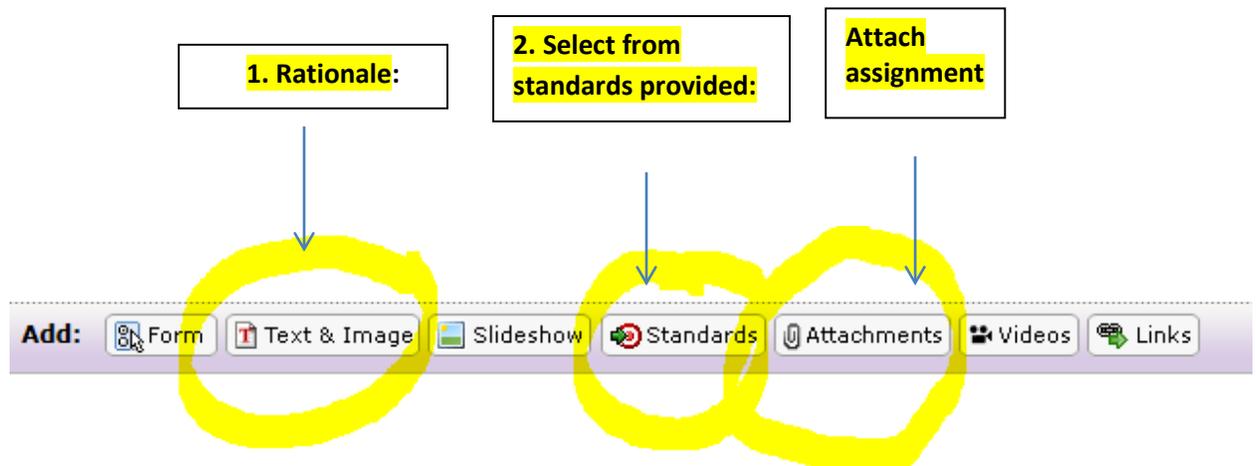
7. Then be sure to select "Submit Work"

Don't forget to submit! > **Status:** Work in Progress | **Submit Work**
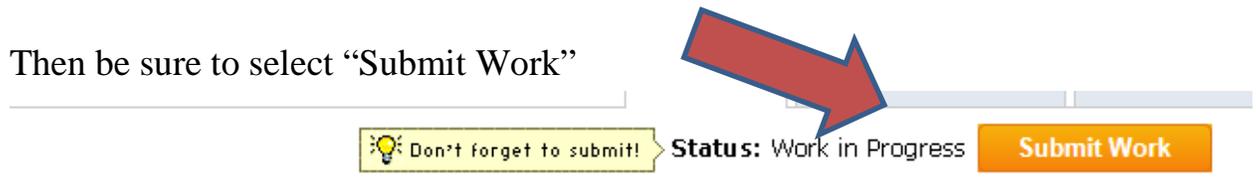
Complete the Clinical Field Experience Verification Form.

- Instructors will evaluate submissions if the Clinical Field Experience Verification Form is not completed and open an Early Alert informing GCU of the missing hours.

- The instructor can send the course submission back for you to complete the form if you need an extension but you must make arrangements with the instructor and formally document in the Individual Forum.

- **If the Clinical Field Experience Verification Form is missing instructors will deduct 20% of points from the score in the LoudCloud class.**