

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

NOTE: For a professional presentation please remember to include the Rationale and Standards that apply to this assignment.

▶ Evaluation Method
▶ Specified Standards

▼ Form: 1_Graduate_ELEM_Clinical Field Experience Verification Form_Blkl Complete Form

Please complete this form as part of this requirement.

To begin, select the type of content you would like to add

Add: Form Text & Image Slideshow Standards Attachments Videos Links

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:

Student Last name, First Name Save Draft

(Max chars: 10,000) 0 Count

▲ BACK TO TOP

GCU STUDENT ID# Save Draft

(Max chars: 10,000) 0 Count

▲ BACK TO TOP

Identify course this placement is related to Save Draft

Choose from the list below

- EDU 525
- ELM 500
- ELM 510
- ELM 520
- ELM 530
- ELM 540
- Other:

GCU Teacher Candidate Attestation BACK TO TOP [Save Draft](#)

I, 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: (Max chars: 500) 0 [Count](#)

Teacher Candidate's Name: (Max chars: 500) 0 [Count](#)

Contact Person (Optional) BACK TO TOP [Save Draft](#)

Type the name of the contact person.

Date: (Max chars: 500) 0 [Count](#)

Contact Person's Name: (Max chars: 500) 0 [Count](#)

[Cancel](#) [Check Spelling](#) [Print](#) [Save Draft](#) [Save and Return](#)



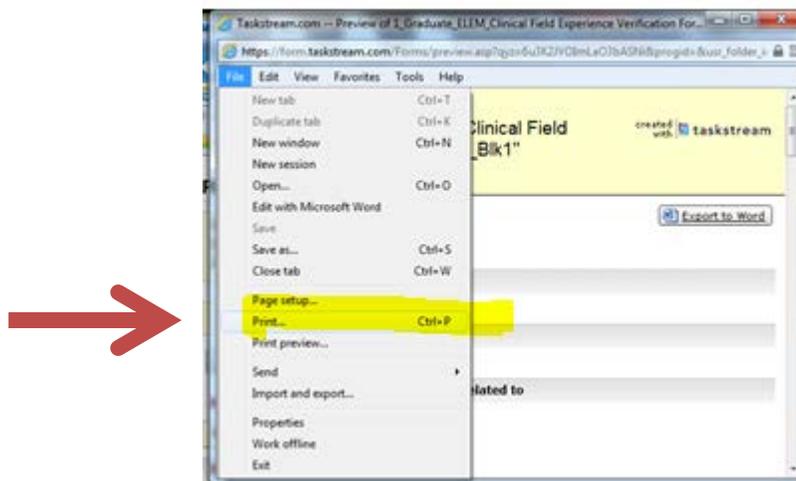
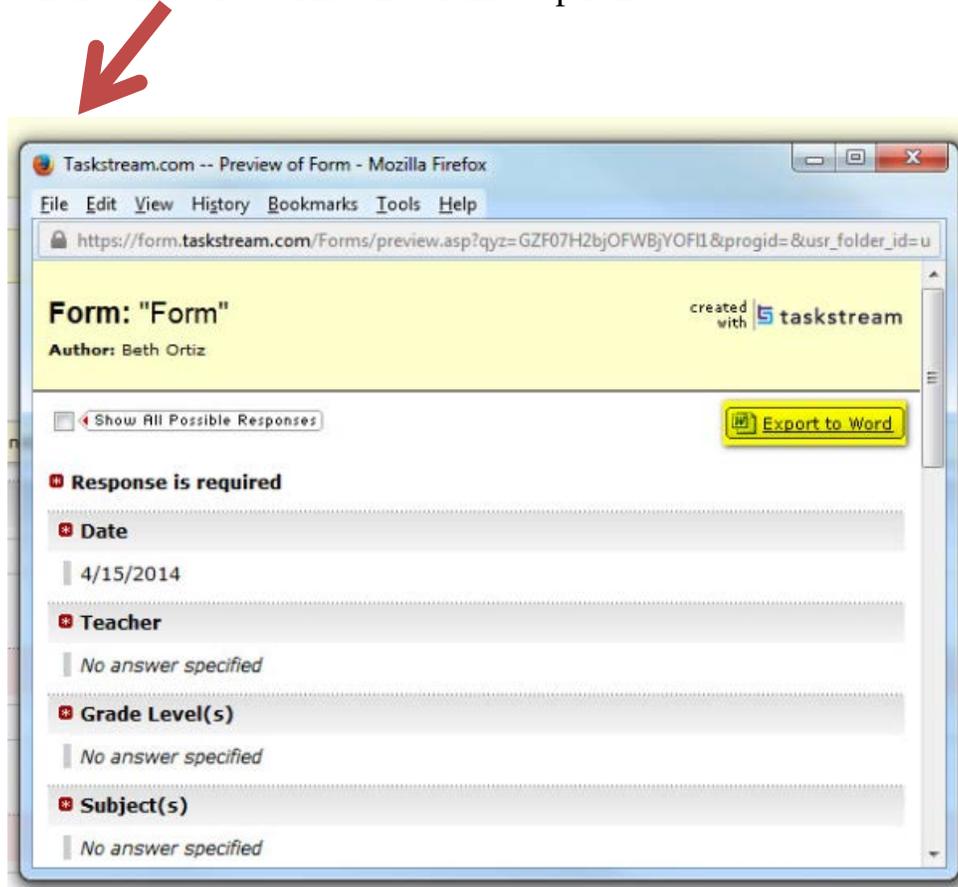
3. When form is complete select “Save Draft”. Review it for accuracy.
4. When the form is completed, select “Save and Return”

TO PRINT AND GET FORM SIGNED:

1. After saving the form then select "Print"



2. You next will Select "File and "Print" option:



3. 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”



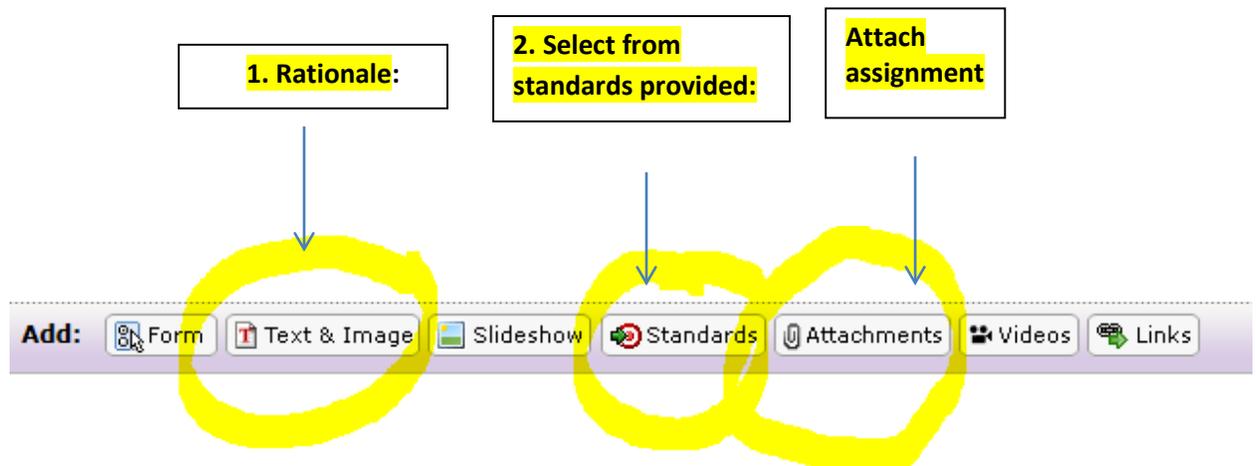
5. Use “Browse” and select the saved file:

A screenshot of a dialog box titled 'Add New Attachment'. The dialog has a light green header. Below the header, there are three radio button options under the heading 'Select File:'. The first option, 'A file saved on your computer', is selected. Below this option is a text input field and a yellow 'Browse...' button. A large red arrow points from the right towards the 'Browse...' button. The second option is 'Attach a previously uploaded file' and the third is 'An artifact created in Taskstream (Lesson, Folio, etc.)'. Below the radio buttons is a 'Name File:' label followed by a text input field. Below that is a 'Description: (Optional)' label followed by a text area with scrollbars. At the bottom, there is an 'Attach Standards: (Optional)' section with a checkbox labeled 'Attach standards to this file'. At the very bottom of the dialog are two buttons: 'Check Spelling' and 'Add File'.

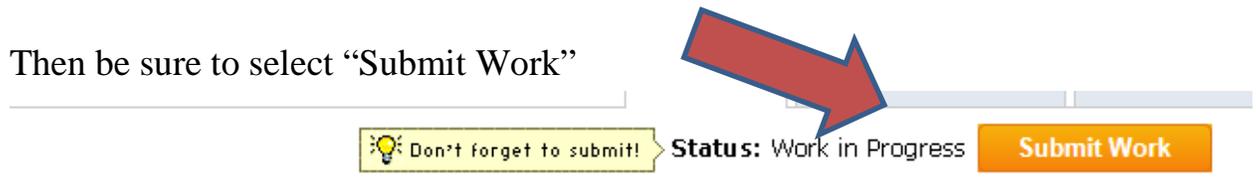
- When the Benchmark Assignment is also required, be sure to upload the assignment including “Rationale,” “Select from standards provided,” and “Attach assignment.”

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>



- Then be sure to select “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.**