Clinical Field Experience Verification Form
Step-by-Step Guide*

GCU College of Education
Clinical Practice Department

*This process is effective for all new practicum/field experience courses that begin on or after 4/24/2017.
**Step 1: Access the Clinical Field Experience Verification Form**

The form can be found in the Student Portal by navigating to the "**My Documents**" menu and selecting the link for "**Document Management**".
Introduction to the “Document Management” home page

- From the “Document Management” home page, you will be able to manage the completion of practicum/field experience documents for each of your courses.
- Please note the following:
  - **Document Name**: For all course start dates on or after 4/24/2017, you will see one form listed for each of your practicum/field experience courses.
  - **Document Status**: This column will show the overall course status for your practicum/field experience requirements. Once your status shows as “Completed” you will need to download your document and submit to LoudCloud.
  - **Due Date**: Be sure and submit the form to LoudCloud by the “Due Date” as listed.
Step 2: Click on the Clinical Field Experience Verification Form for your course.

Note
When the status of your field experience is 'Requirement Met', the document(s) are ready to download and need to be uploaded to LoudCloud in order to complete your assignment.
**Step 3:** Click “Add Entry”.

- Once you have completed practicum/field experience hours for your course, click “Add Entry”.
- The “Add Entry” button allows entry of hours completed at separate locations or with multiple mentors.
- Each entry will add up to your “Total” hours for the course.

### Clinical Field Experience Verification Form

<table>
<thead>
<tr>
<th>FACILITY NAME</th>
<th>MENTOR NAME</th>
<th>EMAIL</th>
<th>STATUS</th>
<th>HOURS COMPLETED</th>
<th>HOURS VERIFIED</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ADD ENTRY</td>
</tr>
</tbody>
</table>

| Total | 0 | 0 |
Step 4: Adding a Facility

- Start by clicking **“Add A New Facility”**.
  - Note: Once you add a facility, the facility information will be saved for future use.
Adding a Facility, Continued

- Enter all required facility and school information.
- Click “Save”.

![Form Image]
Review Facility information for accuracy.

- If the facility information is incorrect, select “Change Facility”. Make any necessary edits and select “Save”.
- If the facility information is correct, select “Add New Mentor”.
  - Note: you will not have the option to enter Mentor information if your course does not require mentor verification.
Step 5: Adding a mentor

- Select “Add New Mentor”.

- Enter all required mentor fields and select “Save”.

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Review mentor information for accuracy.

- If the facility information is **incorrect**, select “Change Mentor”. Make any necessary edits and select “Save”.
- If the facility information is **correct**, continue on the “Field Experience Information” section.
Step 6: Add information about your practicum/field experience, and “Click to Sign”.

- Verify the accuracy of all information and view the disclaimer below.
- After clicking “click to sign” the hours submitted will be logged and displayed on a summary screen.

### Step 3 - Field Experience Information

Please describe the activities completed:
(i.e. Observation, Partner Teaching, Grading, Independent Small Group Instruction, Independent Whole Group Instruction)

Describe the practicum/field experience activities that you completed and how they align to your course requirements.

3/28/2017  
4/25/17  
12

I attest this submission is accurate, true and in compliance with GCU policy guidelines, to the best of my ability to do so.

**NOTE:** The data entered into this document may be audited for accuracy. Students who engage in fabricating, falsifying, forging, altering, or inventing information regarding practicum/field experiences and/or the log may be subject to sanctions for violating GCU academic integrity policies, which may include expulsion from GCU.
What happens after selecting “Click to Sign”?

- If the webform did not require you to enter mentor information, you will receive an email with the completed document. This document is also available for download in the GCU Student Portal.

- If the webform required mentor information, the mentor will receive an email notification to sign his/her portion of the Clinical Field Experience Verification Form.
Once the mentor electronically signs and submits the form:

- The "Hours Verified" column will show the number of hours verified by the mentor.
- The status will update to "Completed".
- A copy of the completed CFE Verification form can be downloaded by clicking on the "Adobe PDF" icon under the "Actions" column. (A completed CFE Verification form will also be sent to your primary email address on file.)
Step 7: Save the signed Clinical Field Experience Verification Form(s) and submit to LoudCloud:

- Save the signed PDF(s) and keep a copy for your records.

- Submit the completed document(s) by attaching it with your associated assignment in the LoudCloud course. Click here to see instructions on Submitting Your Assignment to LoudCloud.
Additional Information and Features
Important Tips!

- If you are working with the same mentor for multiple hours in your course, please wait to submit the form once all hours with that mentor are completed.

- If you have multiple entries per course, you will need to submit multiple forms with the applicable LoudCloud assignment (see syllabus for instructions on where to submit your hours).
Invalid Mentor Email

- If an invalid mentor email has been entered, the status will update to **"Email Bounced"**.
- Click **"Add Entry"** to update the mentor contact information and resubmit the Clinical Field Experience Verification Form again.

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### Clinical Field Experience Verification Form

**Course:** EDU-537 (10 Hours Required)

<table>
<thead>
<tr>
<th>FACILITY NAME</th>
<th>MENTOR NAME</th>
<th>EMAIL</th>
<th>STATUS</th>
<th>HOURS COMPLETED</th>
<th>HOURS VERIFIED</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dysart High School</td>
<td>Jenny Lopes</td>
<td><a href="mailto:xxx@xyz.com">xxx@xyz.com</a></td>
<td>Email Bounced</td>
<td>10</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Note**

When the status of your field experience is **'Completed'**, the document is ready to download and needs to be uploaded to LoudCloud in order to complete your assignment.
Mentor Reminder

- Send a reminder email by clicking on the “Remind” icon under the “Actions” column.
- A dialogue box will appear. A message can be added and then sent to the mentor’s email address by clicking “Send Reminder”.
  - **Note:** Be respectful of how many reminders you send and the professionalism of the message.
To edit or cancel a previously submitted Clinical Field Experience Verification Form, click the “Cancel” icon under the “Actions” column. A dialogue box will appear. Enter a reason for editing or cancelling the document and click “Cancel Document.”
From the ‘Document Management’ home page, you will see a “**Document Status**” for each Clinical Field Experience Verification Form. Depending on the status of your form, the “**Document Status**” on the Student Portal will update to one of the following:

<table>
<thead>
<tr>
<th>Document Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Required</td>
<td>The document is pending student signature.</td>
</tr>
<tr>
<td>Pending</td>
<td>The document is pending the mentor’s signature.</td>
</tr>
<tr>
<td>Requirement Met</td>
<td>All hours have been completed and signed by the mentor(s).</td>
</tr>
</tbody>
</table>

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Additional Questions?

For questions, contact your Field Experience Counselor or GCU’s Technical Support.