

Lewis & Clark Graduate School of Education and Counseling
Master of Arts in Teaching – Elementary Multiple Subjects

**Elementary Classroom Volunteer/Work Experience
Verification Form**

The Master of Arts in Teaching: Elementary – Multiple Subjects program requires that applicants document a minimum of 20 hours of direct experience with children in grades preK-6. This experience must occur in school settings such as public or private school, state licensed charter, or other school serving students in these grades. A minimum of 20 hours is required.

Directions:

1. Complete a form for **every** school you volunteered or worked in.
2. After completing Part 1, give the form to the teacher or supervisor for verification. The teacher or supervisor will complete Part 2 and return the form to Lewis & Clark’s Graduate Admissions office. gseadmit@lclark.edu

Part 1. To be completed by the applicant prior to providing to the site/school for completion.

Applicant Information	
Applicant Full Name:	
Name of School:	
City:	State
Type of position: <input type="radio"/> Volunteer in classroom <input type="radio"/> Instructional Aide/Teacher’s Aide <input type="radio"/> Substitute Teacher <input type="radio"/> After School Program Aide/Volunteer <input type="radio"/> Other:	
Position Title:	Grade Level:
Employment or Volunteer Dates:	Number of hours:
Immediate Supervisor:	
Immediate Supervisor’s contact information (email):	

Part 2: To be completed by the classroom teacher or supervisor listed above.

Section A. Teacher/Supervisor Information
Name:
School:
Position:
Email Address:

over→

Section B: Experience Verification

Nature of volunteer/paid work:

Brief description of duties performed in the classroom:

The applicant spent at least 20 hours interacting with children in my classroom/school. Yes NoDid the volunteer/worker arrive regularly as scheduled? Yes NoWas the volunteer/worker reliable? Yes No**Part C. In this section we asked that you rate various qualities based on the applicant's participation in your classroom. (1 = lowest, 5 = highest)**

	1	2	3	4	5	NA
Interacted with students in an age-appropriate and professional manner.						
Demonstrated sound judgement when engaged with students.						
Accepted and used feedback appropriately.						
Shows a genuine interest and aptitude for a career in education.						

Do you have any reservations about potential for success in the classroom? Yes No

If yes, please share.

Other comments:

Teacher/Supervisor's signature

Date

Thank you! Please return completed form to:

Lewis & Clark Graduate Admissions office
 0615 SW Palatine Hill Rd MSC 87
 Portland, OR 97219

gseadmit@lclark.edu