

STUDENT TEACHING TIME SHEET, EDU 499/599

Name _____ Semester/Year _____

School _____ Grade _____ Teacher _____

Instructions: Keep this report weekly, have it verified by your cooperating teacher, and turn it in to your college supervisor at the end of your student teaching. This form is to be filed in the Office of Field Experiences. Round off hours to nearest half -hour expressed in tenths (1 1/2 hours = 1.5 hours). Most school days are approximately 7.0 hours.

	Observation/ Participation*	Teaching*	Planning*	Conference w/ Cooperating Teachers*	Out of Classroom Activities*	Weekly Total	Hours Absent	Cooperating Teacher's Initials
1 st week								
2 nd week								
3 rd week								
4 th week								
5 th week								
6 th week								
7 th week								
8 th week								
9 th week								
10 th week								
11 th week								
12 th week								
13 th week								
14 th week								
15 th week								
TOTAL								

* See examples on back of sheet

Signature of Cooperating Teacher

Signature of Student Teacher

Form E-2

Examples

- Observation/Participation:** observation of teacher teaching, team teaching, visiting other classrooms, parent-teacher conferences
- Teaching:** individual, small groups, large groups, whole class instruction, supervision of students
- Planning:** preparing lesson plans, with teacher or individually; preparing unit lessons and activities (all during school hours)
- Conference with Cooperating Teacher:** before and after school meetings to discuss instructional practices, school-wide issues
- Out of Classroom Activities:** faculty meetings, ball games, board meetings, in-service workshops, committee meetings, special programs, extra-curricular activities, lunch with students, bus duty, lunch duty