

Time Record

(After signature is obtained from Clinical Faculty each week, scan and attach to Weekly Journal.)

Name of Teacher Candidate:							
Name of University Supervisor:							
Date (Week)	1 Non Teaching Activities*	2 Introductory or Assistance Types of Activities	3 Responsible for Teaching Entire Class	4 Non-class Activity**	5 Home-work and Planning	Total hours per week	Verified by Clinical Faculty
TOTAL							

*Non-teaching activities include: observation, conferences, bus duty, hall duty, lunchroom duty, study hall, etc.
 **Non-class activities include: clubs, assistance in athletics, other extracurricular activities in which the teacher candidate has a leadership role with pupils.

The time record should carefully account for time spent in internship. Responsibility for the accuracy of this record lies with the individual teacher candidate. The time record, along with evaluations from clinical faculty, school administrators and university supervisor, becomes a permanent part of internship files at the University.

Instructions for completing the Time Record:

1. Hours should be entered by the *week*, not daily. (A daily record can be kept informally and then entered on the time record at the end of each week.) Each candidate is responsible for completing the required number of weeks in their approved teacher education program.
2. Hours are to be verified by the *signature* of the clinical faculty.
3. Hours are to be totaled down the right hand “Total” column and across the bottom.
4. Column 1, “Non-teaching Activities,” should include hours spent in observation, conferences, monitoring duties (i.e., hall duty, bus duty, study hall), and other activities not involving planned interaction with pupils.
5. Column 2, 3, and 4, “Teaching”, represent various kinds of teaching activities. These include assisting activities with pupils, individual instruction, small groups, responsibility for teaching the entire class, and non-classroom teaching activities in which the teacher candidate interacts with pupils in a planned leadership role (i.e., clubs, athletics, other extracurricular activities.)
6. Column 5, “Homework and Planning”, should only contain those hours devoted to planning lessons, securing materials, grading tests, etc., either during planning periods or outside the school day.

