

# Time Record

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

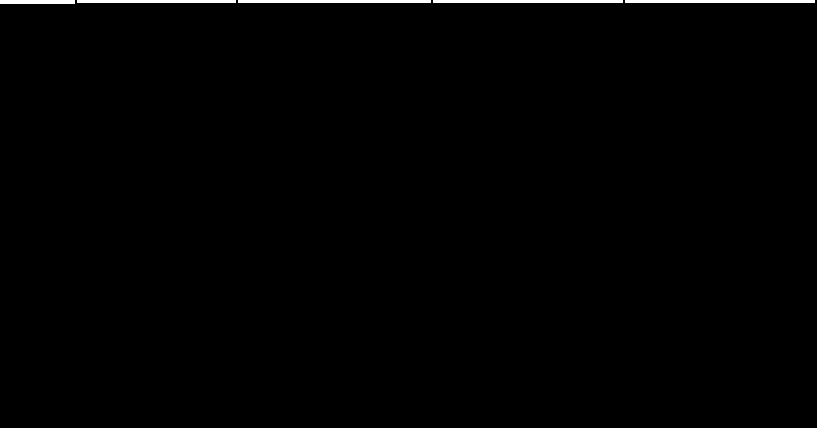
Name of Teacher Candidate:

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 Homework and Planning	Total hours per week	Verified by Clinical Faculty



TOTAL							
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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, "Nonteaching 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 nonclassroom teaching activities in which the teacher candidate interacts with pupils in a planned leadership role (i.e., clubs, athletics, other extracurricular activities.)
- 6.

