

Weekly Time Report Form

To be completed by the Student Teacher Candidate and to be given to the Professor of the Seminar Course

Fall Term: _____ Spring Term: _____

Week # _____

Student Teacher: _____

School: _____

Grade Level: _____

Control Area (Secondary): _____

CLOCK HOURS (nearest ½ hour)	PREVIOUS WEEK'S TOTAL	MON	TUES	WED	THURS	FRI	CUMULATIVE TOTAL
Observation							
Direct Teaching and Instruction							
Planning & Preparation (including lesson plans)							
Assisting Students							
Evaluating Students							
Supervising Students							
Conferencing with Cooperating Teacher							
Clerical Functions							
Classroom Routines and Procedures							
Staff Development and Meetings							
Extra-Curricular Activities							
Other							

Number of Days Absent _____

Number of Days Total _____

Grand Total _____

Cooperating Teacher(s) Signature: _____

Category Definitions for Student Teaching Weekly Time Report Form:

- **Observation** – observing the cooperating teacher, other teachers, related service personnel, and/or paraprofessionals working directly with student(s)
- **Direct Teaching and Instruction** – Conducting and managing any component of an individual, group, or whole class instructional lesson/activity.
- **Planning and Preparation** – Gathering materials, creating materials, writing lesson plans, setting up for lessons
- **Assisting Students** – Under the direction of the cooperating teacher or other personnel, providing some form of assistance to student(s) in skills/tasks/activities related to academic, communication, social, behavior, or daily living areas
- **Evaluating Student(s)** – Progress monitoring; grading; conducting any assessments or evaluations (academic, behavioral, developmental, etc)
- **Supervising Student(s)** – Watching/observing student(s) as they participate in an individual or group activity/routine to ensure safety or adherence to rules and procedures (e.g., free-time computer use, recess, hall monitoring, bus duty)
- **Conferencing with Cooperating Teacher** – meeting with the cooperating teacher for discussion and planning directly related to the classroom or field placement experience
- **Clerical Functions** – Completing routine clerical tasks such as duplicating materials, grading homework, taking attendance, or data entry
- **Classroom Routines and Procedures** – Assisting in or managing the performance of non- instructional routines/procedures such as collection of homework or preparation for dismissal
- **Staff Development and Meetings** – Attending meetings, such as instructional-team meetings, IEP conferences, or in-service and professional development training sessions
- **Extra-curricular Activities** – Chaperoning field trips, school assembles, or similar extra-curricular activities.
- **Other** – Any activity that is not described in the above categories.

Answer at least two of the following questions each week.

How did your experience this week prepare you for your teaching in terms of content and pedagogy?

What educational moment has impacted you the most so this week?

Has the content instruction that you observed or that you taught increased your depth of understanding of standards? How?

In what ways will you be able to demonstrate your understanding of the standards to your students through your classroom instruction?

Was there anything that you did not understand that occurred this week?

