

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)	Non Teaching Activities*	Introductory or Assistance Types of Activities	Responsible for Teaching Entire Class	Non-class Activity*	Homework and Planning	Total Hours per week	Verified by Clinical Faculty
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
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						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
Total:	0	0	0	0	0	0.00	

* 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.

***recommend using 15 minutes increments recorded as .25 (15 minutes), .5 (30 minutes), .75 (45 minutes)