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	
						0.00	
						0.00	
						0.00	
						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)