Missouri State University

STUDENT TEACHING **DAILY** TIME RECORD

Student Teacher:

Year: Semester: Block: Week: Week of: (example: week of April 5)

School: Cooperating Teacher:

Subject: University Supervisor:

Grade Level(s)

Daily Time Record

Each student teacher will be required to keep accurate time records during student teaching so the university supervisor can see immediately the number of hours the student teacher has taught (required 75-100 hours per 8/9 week block) as well as the other laboratory experiences in which she/he has been engaged. The student teacher is responsible for accumulating a minimum of 260-300 contact hours per block. Approximately 7-8 hours a day should be accumulated for each eight-week block.

Actual Teaching

Actual teaching implies that the student teacher assumes a major share of the tasks involved in conducting instructional activities in a class period or for a portion of a period. The student will continually add to her/his teaching load after she/he has begun teaching. Thus, the amount of time spent in observation and participation will gradually diminish. The laboratory experiences of the student teacher should be carefully planned beginning with directed observation and culminating with actual teaching as the major responsibility.

Activities Related to Teaching

Include periods of observation in the classroom while a class is in session but not while you are in complete charge. Also include periods of observation in other classes. Count all time spent in study or preparation for student teaching during the normal school day. List activities such as assemblies, lunch room duty, bus duty, etc. *Coaching interscholastic sports/ activities are not included as activities related to teaching.*

Log of Teaching and Contact Hours

Instructions: Click on the "Save As" button, and save this document with a new name. Print/ save a new one for each week of student teaching. You will be able to enter numbers into the table, save it, then reopen it later to add more data.

1. Record your hours to the nearest quarter hour each day. This form calculates automatically, so you will not be able to enter numbers in any of the yellow, blue, gray or green boxes.
2. At the end of the week, transfer the totals from this sheet to the cumulative time sheet.

	MON	TUE	WED	THU	FRI	Weekend	Total
Actual Teaching							
Activities Related to Teaching							
Daily Sub-Total							
Prep Time (outside of school day and NOT included in above contact hours)							
Number of Hours Absent							

I certify that the above information is correct.

Student Teacher Signature: _____ Date: _____