

**Student Teaching
Weekly Time Sheet**
Candidates are expected to complete this form and fax to the
Education Department every Friday by 4:30 p.m. 740-368-3553

Student Teacher _____ Phone _____ E-Mail _____

Cooperating Teacher's Signature _____ School _____ Room _____

**Record the estimate of the time in parts of hours; i.e., 30 minutes = .5 hours, 15 minutes = .25 hours; 45 minutes = .75 hours
Submit the report to the Education Office each Friday for the preceding week.**

Week Beginning: _____

Full time teaching this week? Yes/No

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/ SUNDAY	TOTAL IN HOURS
1. Large Group Teaching Instruction							Combine Number of Hours for Row 1 and 2:
2. Small Group Instruction/Tutoring							
3. Preparation for Teaching/Planning/ Conferencing with Cooperating Teacher							
4. Observation and Non-Teaching Classroom Time							
5. Other Activities (duties, meetings, parent conferences, in-services)							