



## TO THE STUDENT:

The information called for on this card is an important part of your permanent record. Please keep as accurate a record as possible of the time spent each week in the various activities listed. Record the number of hours in the proper blank each week. This record should be initialed by cooperating teacher and by your supervisor. Be sure to turn it in to your supervisor at the end of the semester. This record will be filed in the office of the Registrar.

### 1. Observation and Participation

List by *number of hours* spent each week. Include periods of observation in other classes. This refers to time actually spent in the classroom while a class is in session but not while you are in complete charge. A class period of 40 minutes or more in grades 7-12 is considered equivalent to 1 clock hour for the purpose of this report.

### 2. Actual Teaching

List by *number of hours* each week in which you are in complete charge. Include partial periods to the nearest 1/2 period. Also include time spent in teaching special groups, accelerated or slow maturing pupils.

### 3. Preparation for Actual Teaching

List to the *nearest 1/2 clock hour* all the time spent in study or preparation for student teaching.

### 4. Activities Related to Teaching

List to the *nearest 1/2 clock hour* any of the following activities in which you participate: assemblies, case studies, community study, conferences, duties, disciplinary problems, extra-curricular activities, fire drills, grading papers, guidance, home room, home visitation, participation in school-community events, record-keeping, staff meetings, study hall supervision, in-service workshops, and preparation of enrichment materials.

### 5. Suggested Weekly Time Allotments (15 week minimum/540 hours)

It is expected that a student will complete **45 clock hours for each semester hour credit** ( $12 \times 45 = 540$  hours) earned in Directed Student Teaching. It is suggested that times spent be as follows:

- ◆ Observation and participation – 1/5 of the time
- ◆ Actual teaching – 1/5 of the time
- ◆ Preparation for actual teaching – 1/5 of the time
- ◆ Activities related to teaching – 2/5 of the time