# Appendix B Bi-Weekly Report on Hours\*

(This is a representation of the spreadsheet provided by University Supervisor.)

Teacher Candidate’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week # \_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Observation** | **Participation** | **Teaching** | **Daily Total** |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Weekly Total |  |  |  |  |
| Previous Total |  |  |  |  |
| Cumulative  Total Hours |  |  |  |  |

*Required Format: .25=15min.; .50=30min.; .75=45min.; 1=1hr.*

Week # \_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Observation** | **Participation** | **Teaching** | **Daily Total** |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Weekly Total |  |  |  |  |
| Previous Total |  |  |  |  |
| Cumulative  Total Hours |  |  |  |  |

*Required Format: .25=15min.; .50=30min.; .75=45min.; 1=1hr.*

***\*(Optional at the discretion of the university supervisor.***

***Email to university supervisor every two weeks if required.)***

***N.B. record any days that you complete full-day teaching, are absent, tardy, or leave early.***