



## CLOCK HOUR FORM

Student Teacher: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Name of School: \_\_\_\_\_ Name of School Division: \_\_\_\_\_

Cooperating Teacher: \_\_\_\_\_ Subject(s)/Grade(s): \_\_\_\_\_

Program: Residential \_\_\_\_\_ MBU Online \_\_\_\_\_ PBTL \_\_\_\_\_ BA/MAT \_\_\_\_\_ MAT \_\_\_\_\_ MEd \_\_\_\_\_

**Endorsement Area:**

Elementary (PK-6) \_\_\_\_\_ Middle (6-8) \_\_\_\_\_ Secondary (6-12) \_\_\_\_\_ Special Ed. (K-12) \_\_\_\_\_ Other/Content Area\*: \_\_\_\_\_

As a student teacher, you are responsible for keeping an accurate record of the clock hours you spend during your student teaching/field experience placement and for submitting this form to your University Supervisor. You will average about 35-40 hours a week in your assigned school and should plan to spend at least 20 of those hours each week co-teaching, teaching, and working with students. Document only the hours spent in the school building. The Virginia Department of Education requires a total of at least 300 hours of student teaching experience with **150 of those hours** working directly with students. **Our program is approved as a 12-week program so you will accumulate more than 300 hours.** Student teaching does not end when you reach 300 hours.

Date(s) of the week:	Non-Instructional Hours (NIH)					Instructional Hours (IH)	
	Observation	Preparing Materials	Instructional Planning	Educational Meetings	*Other	Co-Teaching	Teaching
i.e. 1/6-1/10							
<b>Total NIH:</b>						<b>Total IH:</b>	
<b>Total Hours (NIH+IH):</b>							

\* Other Non-Instructional Hours could include case management meetings, teacher/parent collaborations, and professional development, among other non-instructional responsibilities one might accrue.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Cooperating/Mentor Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_